

## INTRODUCTION

This document is an example of what your submission should look like in terms of style and format. It provides details on typesetting and layout requirements pertaining to final manuscript as well as guidance on the structure for the manuscript. We strongly suggest you use this template as the basis for your submission and edit the document using Microsoft Word to reduce complications from re-formatting during the submission process.

The following are required formatting elements for both initial and camera-ready final submissions:

1. Ensure your initial submission does not have any identifying information or metadata.
2. Do not include a title page or abstract. Begin the document with the introduction; the title and abstract pages will be added to your paper by the editors.
3. Do not use footnotes in the body of your paper. There is a location to put attribution notations in the submission window for inclusion in the cover pages.
4. Do not include page numbers, headers, or footers. These will be added by the editors.
5. Write your article in English and copyedit it carefully before each submission.
6. Submit your manuscript, including embedded table and figures, and all appendices, etc., as a single file (Word, RTF, or PDF files are accepted).
7. Page size should be 8.5 x 11-inches. All page margins (left, right, top and bottom) should be 1.5 inches (3.8 cm), including your tables and figures.
8. Single space your text, with a 6 pt. space after each paragraph. Use of the preformatted headings will include a 12 pt. space before each heading.
9. Use a single column layout with full justification.
10. Font:
  - a. Main Body—12 pt. Times New Roman or the closest comparable font available
  - b. Footnotes and References—10 pt. Times New Roman or the closest comparable font available
11. All Figures and Tables must be inserted into the body of the document, be numbered sequentially, and be captioned (11 pt. italics). Embed Figures using high-resolution images.
12. When possible, there should be no pages where more than a quarter of the page is empty space.

## **ADDITIONAL RECOMMENDATIONS**

The following are required practices for final camera-ready submission.

### **Indenting, Line Spacing, and Justification**

Indent all paragraphs except those following a section heading. An indent should be at least 0.2 inches.

Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions, special remarks, etc. These should be set off from the surrounding text by additional space above and below.

Don't "widow" or "orphan" text (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).

All text should be left-justified (i.e., flush with the left margin—except where indented). Where possible, it should also be right-justified (i.e., flush with the right margin). "Where possible" refers to the quality of the justification. For example, LaTeX and TeX do an excellent job of justifying text. Word does a reasonable job. But some word processors do a lousy job (e.g., they achieve right justification by inserting too much white space within and between words). We prefer flush right margins. However, it is better to have jagged right margins than to have flush right margins with awkward intra- and inter-word spacing. Make your decision on whichever looks best.

### **Language & Grammar**

All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Authors should use proper, standard English grammar. The Elements of Style by William Strunk, Jr. and E. B. White (now in its fourth edition) is the "standard" guide, but other excellent guides (e.g., The Chicago Manual of Style, University of Chicago Press) exist as well.

### **Article Length**

Because this journal publishes electronically, page limits are not as relevant as they are in the world of print publications. We are happy, therefore, to let authors take advantage of this greater "bandwidth" to include material that they might otherwise have to cut to get into a print journal. This said, authors should exercise some discretion with respect to length.

## **Emphasized Text**

Whenever possible use italics to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

Foreign terms should be set in italics rather than underlined.

Whenever possible, titles of books, movies, etc., should be set in italics rather than underlined.

## **Font**

Except, possibly, where special symbols are needed, use Times New Roman or the closest comparable font available.

The main body of text should be set in 12 pt., with Figure/Table captions in 11 pt. italics, and references in 10 pt. Avoid the use of fonts smaller than 6pt.

Set the font color to black for the majority of the text. We encourage authors to take advantage of the ability to use color in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

Please ensure that there are no colored mark-ups or comments in the final version, unless they are meant to be part of the final text. (You may need to "accept all changes" in track changes or set your document to "normal" in final markup.)

## **Footnotes**

Footnotes should be avoided. There is a location to enter attributions for the paper (for sponsored research) at the front of the application for camera-ready submissions.

## **Tables and Figures**

To the extent possible, tables and figures should appear in the document near where they are referenced in the text, captioned, numbered and referenced sequentially. Very large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1.5" margins on all sides (top, bottom, left and right) in both portrait and landscape view.

All tables and figures should be full page width. Do not wrap text around a table or figure. All tables and figures should be immediately followed by a caption in 11 pt. italics, containing the type of illustration (Figure/Table) a sequential number from 1, and a brief caption. One extra line should be added after the caption for spacing. If the figure or table is referenced from an outside source, the caption must contain a citation. All figures and tables must be referenced in the body of the text.

## **Mathematics**

Roman letters used in mathematical expressions as variables should be italicized. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text.

Short mathematical expressions should be typed inline. Longer expressions should appear as display math. Also expressions using many different levels (e.g., such as the fractions) should be set as display math. Important definitions or concepts can also be set off as display math.

Equations should be numbered sequentially. Whether equation numbers are on the right or left is the choice of the author(s). However, you are expected to be consistent in this.

Symbols and notation in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but it will also help insure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document under PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.

## **SUMMARY OF HEADING STYLES**

Headings (e.g., start of sections) should be distinguished from the main body text by their fonts, size and use of caps. Use the same font face for all headings and indicate the hierarchy by reducing the font size. There should be space above and below headings.

The heading above is Heading 1. It is all caps, 16-point, bold face, and left justified. The heading style of MS Word for this document may be used to apply headings. Subsequent levels are formatted as shown:

### **Heading 2**

Capitalize each word, use bold-face, 14-point left justified.

### Heading 3

Capitalize each word, use bold-face, 12-point left justified.

### Heading 4

Italicize, capitalize each word, and use bold-face, 12-point left justified. Headings below 4 (5 levels) should be avoided.

Paragraphs should have 6-point spacing after each paragraph. Headings will have 12 points before each heading. All text should use full justification. The first paragraph after a heading should not be indented, however each subsequent paragraph should have a 0.2 inch indent.

The body of the paper should be single column.

## CITATIONS

Standard APA citations and reference lists should be employed. Authors should seek to limit the number of citations used in the paper, employing only those needed to validate the authors' assertions.

In-text citations should include the last names of the authors referenced, and the year of the publication, as per the APA guide (following table from APA.org).

Table 6.1 Basic Citation Styles				
Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

Figure 1: APA Basic Citation Styles (<http://flash1r.apa.org/apastyle/basics/index.htm>)  
(Note do not duplicate the Web citation example in this figure's caption, cite your figures/tables appropriately)

## USING REFERENCES

It is the author's obligation to provide complete references with the necessary information. After the last sentence of your submission, please insert a line break—not a page break—and begin your references on the same page, if possible. References should appear right after the end of the document, beginning on the last page if possible. References should have margins that are fully justified, but incorporate a hanging indent (all lines but the first are indented with the same .2” indentation). Each reference should give the last names of all the authors, their first names or first initials, and, optionally, their middle initials. The entire reference list should be organized alphabetically (A to Z).

All references will be in 10 pt.

The hierarchy for ordering the references is:

- Last name of first author
- First name of first author
- Last name of second author (if any). Co-authored work is listed after solo-authored work by the same first author (e.g., Edlin, Aaron S. would precede Edlin, Aaron S. and Stefan Reichelstein).
- First name of second author
- Publication date
- Order cited in text

The information to be given with each citation in the references is as follows:

- Articles in traditional journals:
  - Required: Author's (authors') name(s), title of article, name of journal, year of publication (or "n.d." if no date), volume number, page numbers.
  - Optional (but desirable): issue number and month/season of publication. For forthcoming (in press) articles, put expected year of publication and substitute "forthcoming" for the volume and page numbers.
  - Optional (but desirable): A hyperlink to the article.
- Books:
  - Required: Author's (authors') name(s), title of book, year of publication (or "n.d." if no date), publisher, publisher's address, edition (if not first). For forthcoming (in press) books, put expected year of publication and add "forthcoming."

- Chapters in collections or anthologies:
  - Required: Name(s) of author(s) of chapter, name(s) of editor(s) of book, title of chapter, title of book, year of publication (or "n.d." if no date), publisher, publisher's address, and edition (if not first). For forthcoming (in press) books, put expected year of publication and add "forthcoming."
- Working papers:
  - Required: Author's (authors') name(s), title of working paper, year (or "n.d." if no date), location (e.g., "Department of Economics Working Paper, University of California, Berkeley" or "Author's web site: <http://www.someurl.edu/author>." If the working paper is part of series, then the series name and the number of the working paper within the series must also be given.
- Other works:
  - Required: Author's (authors') name(s), title of work, year (or "n.d." if no date), and information about how the reader could obtain a copy.

## REFERENCES

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book*(pages of chapter). Location: Publisher.
- Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <http://dx.doi.org/xx.xxx/yyyy>
- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.