

# Sample manuscript showing style and formatting specifications for Journal of Maya Heritage

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**Abstract.** An abstract in English and Spanish should be written. This document shows the required format and appearance of a manuscript prepared for Journal of Maya Heritage. Guidelines are available on the journal website. You can write over this template or paste your paper over it using by using the command “Paste and Use Destination Styles” in Word. Whether structured or single-paragraph, the abstract should be a summary of the paper and not an introduction. Because the abstract may be used in abstracting and indexing databases, it should be self-contained (i.e., no numerical references) and substantive in nature, presenting concisely the objectives, methodology used, results obtained, and their significance. A list of up to six keywords should immediately follow. **Keywords:** Include a list of relevant keywords or phrases that capture the main concepts or themes of the research. These keywords help to index and categorize the paper for search purposes.

**Keywords:** concept, themes, search, index, templates, journals.

**Resumen.** Se deberá enviar un abstract en español e inglés. Este documento sirve como guía para el formato y el estilo de los manuscritos destinados a ser enviados al Journal of Maya Heritage. Las instrucciones detalladas de formato se pueden encontrar en el sitio web de la revista. Puedes usar este modelo y pegar el texto sobre el mismo manteniendo el formato de este documento. Es importante tener en cuenta que, ya sea que su resumen esté estructurado o se presente como un solo párrafo, debe funcionar como un resumen de su artículo, en lugar de una introducción. Dado

que el resumen puede utilizarse en bases de datos de resúmenes e indexación, debe ser autosuficiente, evitando referencias numéricas y proporcionar una visión general sustantiva de los objetivos de su artículo, la metodología utilizada, los resultados y su importancia.

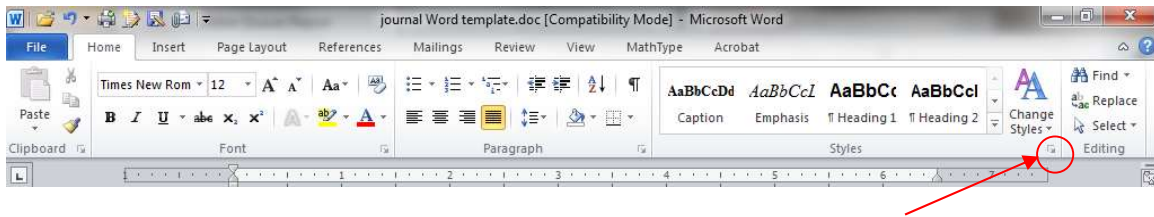
**Palabras clave:** concepto, temas, búsqueda, índice, plantillas, revistas.

## 1 Introduction

This document shows the suggested format and appearance of a manuscript prepared for JMH. Accepted papers will be professionally typeset. This template is intended to be a tool to improve manuscript clarity for the reviewers. The final layout of the typeset paper will not match this template layout.

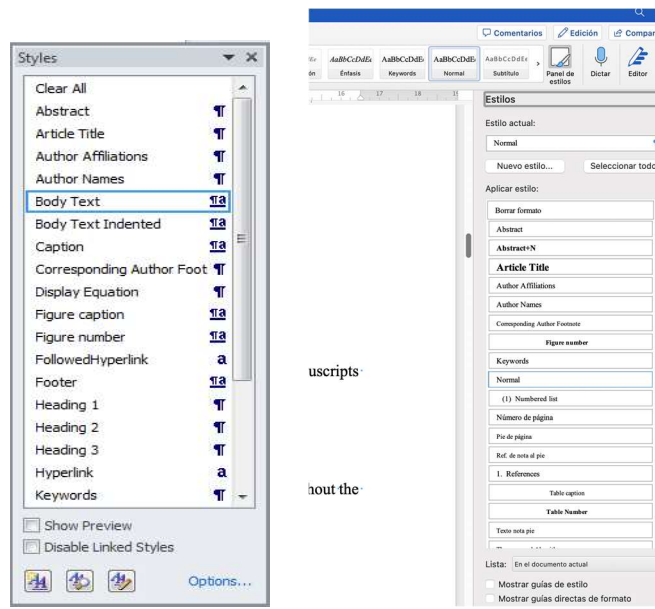
### 1.1 Use of This Template

Authors may use this Microsoft (MS) Word template by employing the relevant styles from the Styles and Formatting list (which is accessed from the Styles group in the Home ribbon, Fig. 1):



**Fig. 1** MS Word 2010 Home ribbon. Red arrow indicates where to access Styles window.

To view which style is being used in any part of this document, place the cursor on the line and look in the style list (Fig. 2).



**Fig. 2** Styles window.

## 1.2 English

Authors are strongly encouraged to follow the principles of sound technical writing. Manuscripts that do not meet acceptable English, Spanish and Maya standards or lack clarity may be rejected.

## 1.3 Page Setup and Fonts

Top, bottom, left, and right margins should be 1 inch. Use Times New Roman font throughout the manuscript, in the sizes and styles.

## 2 Parts of a Manuscript

This section describes the normal structure of a manuscript and how each part should be handled.

### 2.1 Title and Author Names

The article title appears left justified at the top of the first page. **The title font is 16 pt, bold.** The rules for capitalizing the title are the same as for sentences; only the first word, proper nouns, and acronyms should be capitalized. Do not begin titles with articles (e.g., a, an, the) or prepositions

(e.g., on, by, etc.). The word “novel” should not appear in the title, as publication will imply novelty. Avoid the use of acronyms in the title, unless they are widely understood.

The list of authors immediately follows the title. **The font is 12 pt bold and the author names are left justified.** The **author affiliations and addresses follow the names, in 10 pt normal font** and left justified. For multiple affiliations, each affiliation should appear on a separate line. Superscript letters (a, b, c, etc.) should be used to associate multiple authors with their respective affiliations. The corresponding author should be identified with an asterisk, and that person's email address should be provided below the keywords.

## *2.2 Abstract*

The abstract should be a summary of the paper and not an introduction. Because the abstract may be used in abstracting journals, it should be self-contained (i.e., no numerical references) and substantive in nature, presenting concisely the objectives, methodology used, results obtained, and their significance.

## *2.3 Subject Terms/Keywords*

Keywords are required. Please provide 3-6 keywords related to your paper.

## *2.4 Body of Paper*

The body of the paper consists of numbered sections that present the main findings.

This is an example of main text formatted in APA for this Journal:

The impact of climate change on the global environment is a pressing concern (Smith, 2018). Rising temperatures, increased frequency of extreme weather events, and sea-level rise all contribute to the challenges posed by climate change (Jones & Brown, 2020). Climate scientists have been monitoring these changes for decades, and their research indicates that urgent action is needed to mitigate the effects of global warming (Johnson et al., 2019).

According to recent studies, efforts to reduce greenhouse gas emissions are crucial to addressing the climate crisis (Garcia, 2021). Transitioning to renewable energy sources and implementing sustainable practices in various industries can play a significant role in this effort (Martin & White, 2017).

In conclusion, climate change is a multifaceted issue that requires a coordinated global response. By heeding the recommendations of experts and adopting environmentally friendly policies, we can work towards a more sustainable and resilient future (Smith, 2018).

### *2.5 Footnotes*

Use textual footnotes only when necessary to present important documentary or explanatory material whose inclusion in the text would be distracting.<sup>1</sup>

### *2.6 Appendices*

Brief appendices may be included when necessary, such as derivations of equations, proofs of theorems, and details of algorithms. Equations and figures appearing in appendices should continue sequential numbering from earlier in the paper.

### *2.7 Disclosures*

Conflicts of interest should be declared under a separate header, above Acknowledgments. If the authors have no competing interests to declare, then a statement should be included declaring no conflicts of interest.

### *2.8 Code, Data, and Materials Availability*

Provide access information regarding the computer code, data, and materials that would be required to replicate or interpret the findings reported in the paper. Examples of materials may include cell lines, devices unique to the lab, or any purchased materials critical to the results reported in the paper. As relevant, provide specific access information or restrictions (i.e., links to repository access addresses with guidance on commercial or public access).

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<sup>1</sup> Use textual footnotes only when necessary to present important documentary or explanatory material whose inclusion in the text would be distracting.

## *2.9 Acknowledgments*

Acknowledgments and funding information should be added after the conclusion, and before references. Include grant numbers and the full name of the funding body. The acknowledgments section does not have a section number.

## *2.10 References*

Use the APA Guide or this template to build the references in the paper.

## *2.11 Reference linking and DOIs*

A Digital Object Identifier (DOI) is a unique alphanumeric string assigned to a digital object, such as a journal article or a book chapter, that provides a persistent link to its location on the internet. The use of DOIs allows readers to easily access cited articles. Authors should include the DOI at the end of each reference in brackets, if a DOI is available. See examples at the end of this manuscript. A free DOI lookup service is available from CrossRef at <http://www.crossref.org/freeTextQuery/>. The inclusion of DOIs will facilitate reference linking and is highly recommended.

## **3 Section Formatting (Heading 1)**

Type each section heading on a separate line using the appropriate style from the style list. Sections should be numbered sequentially.

Paragraphs that immediately follow a section heading are leading paragraphs and should not be indented, according to standard publishing style. The same goes for leading paragraphs of subsections and sub-subsections. In this MS Word template, use the Body Text style for leading paragraphs and the Body Text Indented style for all subsequent paragraphs.

### *3.1 Subsection Headings (Heading 2)*

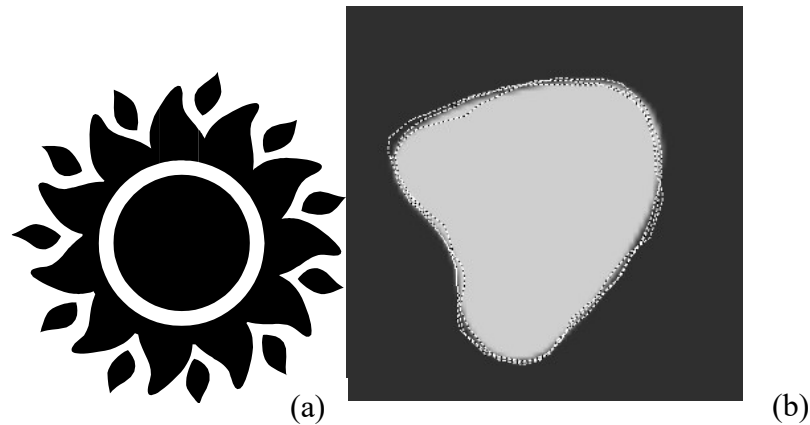
Subsection headings should be numbered 1.1, 1.2, etc.

### *3.2 Sub-subsection headings (Heading 3)*

Sub-subsection headings should be numbered 1.1.1, 1.1.2, etc. Only the first word is capitalized.

### 3.3 *Figures and Tables*

Figures are numbered in the order in which they are called out in the text. Figures should be embedded in the manuscript in .tif, .jpg, or .png, format. We cannot accept application files (e.g., Corel Draw, Microsoft PowerPoint, etc.). All figure parts must be labeled (a), (b), etc., and should be included within the text. Editors can resize or move the figures accordingly if necessary.



**Fig. 3** Example of a figure caption: (a) sun and (b) blob.

### 3.4 *Tables*

Tables are numbered in the order in which they referred to. They should appear in the document in numerical order and as close as possible to their first reference in the text. Table captions are handled identically to those for figures, except that they appear above the table, and when called out in the text, the word “Table” is always spelled out. See Table 1 for an example.

### 3.5 *Disclosures*

Conflicts of interest should be declared under a “Disclosures” header. If the authors have no relevant financial interests in the manuscript and no other potential conflicts of interest to disclose, a statement to this effect should be included.

### 3.6 Code, Data, and Materials Availability

Provide specific access information or restrictions for computer code, data, and/or materials that would be necessary to reproduce and build upon the findings reported in the article (i.e., link to a repository; provide guidance on commercial or public access). If applicable, the permanent link(s) should be provided in this section. If the data or code cannot be made publicly available, the authors should state the reason and explain how it can be obtained. Likewise, if data sharing is not applicable, the statement must say so. The following examples may be used as guidance:

## 4. Acknowledgments, funding and conflict of interest

The online uploading system of the Journal of Maya Heritage will ask you the information related to identify people who have aided the authors in accomplishing the work presented and to acknowledge sources of funding. No necessary to add it onto your paper, it will be done automatically.

## 5. References

Book with one author:

Smith, J. (2019). *Developmental Psychology*. Publisher XYZ.

Book with multiple authors (up to 20):

Johnson, A., & Brown, L. (2020). *Research in Social Sciences*. Publisher ABC.

Chapter in a book with an editor:

Garcia, M. (2018). The Impact of Globalization. In A. Lopez (Ed.), *World Economics* (pp. 45-67). Global Press.

Print journal article:

Rodriguez, S. (2017). Global Climate Change: Impact and Mitigation. *Environmental Journal*, 25(3), 56-72.

Online journal article:

Perez, A. (2020). Artificial Intelligence in Healthcare. *Medical Technology Journal*, 12(4), 123-135. <https://www.example.com/global-climate-change>

Online journal article with DOI:

Perez, A. (2020). Artificial Intelligence in Healthcare. *Medical Technology Journal*, 12(4), 123-135. doi:10.12345/abcd



Thesis or dissertation:

Martinez, P. (2016). Sustainable Economics Analysis (Doctoral dissertation). National University.

Website:

Environmental Research Institute. (2021). Global Climate Change.  
<https://www.example.com/global-climate-change>

In-text citation of an online source with no author:

Disaster Preparedness. (2022). Disaster Safety and Prevention Agency.  
<https://www.example.org/preparedness>