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Manuscript Preparation Guidelines

Authors should carefully consult the following guidelines before submitting manuscripts for review. Manuscripts that deviate from these guidelines will not be reviewed.

1. Manuscript should be written following APA 6th Edition style guidelines.

Reference:

- a. Tables – Sections 5.07 to 5.19
- b. Figures – Sections 5.20 to 5.25
- c. Seriation – Section 3.04
- d. Headings – Section 3.03
- e. Quotes – Sections 6.03 to 6.10
- f. Using Italics – Sections 4.07 and 4.21
- g. Dashes (Hyphens) – Section 4.13
- h. Expressing Numbers (words vs. numerals) – Sections 4.31 and 4.32
- i. References in Text – Sections 6.11 to 6.21
- j. Reference List – Chapter 7
 - i. DOI Numbers must be included if available
 - ii. For conference papers/proceedings, see example below.

2. Manuscript Format

- a. Times New Roman 12-point font, standard character spacing, and one-inch margins should be used throughout the document.
- b. Use two spaces following the punctuation mark at the end of each sentence.
- c. Manuscripts, including tables/figures and references, must be no more than 20 typed, double-spaced pages. *The entire manuscript (including tables and references) must be double spaced.*
- d. Line numbers should be inserted into the document.
- e. Page numbers should be centered at the bottom of each page.
- f. Tables and figures should be placed within the body of the manuscript as soon as feasible after their first mention in the text.
- g. Tables **MUST** be prepared using the “Table” function in Microsoft Word.
- h. The manuscript should be prepared for blind review. *Information that would identify the author(s) and/or university should be omitted and replaced with [brackets].*

3. Manuscript Components

- a. Abstract (a single paragraph of no more than 200 words).
- b. The introduction, theoretical framework, and conceptual framework of the manuscript should start immediately after the abstract.
- c. Authors **MUST** report effect sizes when reporting statistical significance for quantitative data analyses.

If you are citing a presentation that you observed at a conference, cite as:

Presenter, A. A. (Year, month). *Title of paper or poster*. Paper [or poster] presented at the meeting of [organization name]. City, State. (APA Example #36)

If you are citing a paper (or poster abstract) that you obtained from the proceedings, cite as:

Presenter, A. A. (Year). Title of paper (or poster [Abstract]). *Proceedings of the [conference name]*, volume, pages. Retrieved from: [url] (APA Example #38)

[updated 4/20/10]