**Manuscript Submission Format**

* Prepare manuscript in *MS Word* format.
* Use Times Roman or Times New Roman 12-point font.
* Set all margins at one inch.
* So that manuscripts can be blind-reviewed, ***DO NOT*** put your name or other identifying information on/in the manuscript. \*For example, instead of your university’s name use [university].
* Single-space manuscript; but double-space between paragraphs, headings and text, tables and text, etc.
* Center the bolded title of submission at top of the first page; capitalize first letters of words in the title.
* Use “Table” function command to prepare tables rather than tabs and spaces.
* Place Tables/Figures within the body of the paper “shortly” after their first mention in text.
* The manuscript should be no more than 12 pages in length, including all tables/figures but **excluding references**.
* Use “insert, page numbers” command of MS Word to number all manuscript pages, including the first page; center number at bottom of each page.
* Follow manuscript style guidelines as specified by the Publication Manual of the American Psychological Association (6th ed.), except as modified above. Per the manual, italicize the name of journals, statistical symbols, titles of tables, and so forth; do not use the underline feature in above areas. Furthermore, turn off all hyperlinks of URL references.

**Manuscript Submission Protocol**

* **Manuscript must be submitted no later than 11:59pm (Central Time) October 13, 2017**, to be eligible for review. (Note: All submissions and the “blind” review process will be completed electronically.)

**Submission Procedures:**

* Submit manuscript via *FastTrack™* at http://aaae.expressacademic.org/login.php
* If you are not a registered *FastTrack™* user, you must create an account first.
* Submit an electronic file in *MS Word* of the complete manuscript.
* In the *FastTrack™* submission process, be sure to provide the following information:
	+ Title: Provide complete manuscript title.
	+ Author(s): List name of lead author as well as names of all co-authors.
	+ Document type: Select “Southern Region.”
	+ Document topic(s): Indicate “Research Methodology”: Historical, Mixed Methods,Philosophical, Qualitative, or Quantitative. Also indicate “Content Focus” most closely aligning with manuscript and the National Research Agenda.
	+ Attach the manuscript and click “Submit document.”

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