

# Author Guideline

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## FORMATTING BASICS

**File Types:** Word;

**Font:** 12 point, Times New Roman

**Text [Including references]:** 1.5-spaced, left-justified

**Page Layout:** 2.5 cm margins on all sides with page numbers

**Page Maximum:** 25 pages (or 10,000 words), properly formatted and inclusive of title, abstract, keywords, text, references, tables, figures, and footnotes

## READABILITY

Manuscripts are judged not only on the depth and scope of the ideas presented and their contributions to the field but also on their clarity and whether they can be read and understood.

## REFERENCES

This journal uses APA references. APA style requires two elements for citing outside sources: brief parenthetical citations in the text of a paper, and a detailed References list at the end. Together, these elements allow your reader to know and to access the sources you used. For the system to function, all sources cited in the text must appear in the References list, and all sources listed in the References list must be cited in the text.

### Citations in Text

APA style calls for at least two pieces of information to be included whenever citing the source of information presented in the text of a paper. The author's surname, followed by a comma and the work's date of publication, must always appear, and these items must match the corresponding entry in the references list (same surnames, same order, same year). A third possible piece of information, the page number (or for unpaginated websites, the paragraph number), must be used for any direct quotation. For articles with multiple authors, use all authors' surnames, in correct order, separated by commas, with ampersand (&) before the last surname. The use of 'et al.' (literally, "and others") is permitted only when there are 7 or more authors, or whenever the citation, with all authors' names, has already been used once in the paper. If the author is an organization, use the organization's full name, in normal word order. If there is no author, use the first few words of the article or webpage title, in quotation marks.

The information may appear as part of a text sentence:

In 2003, Smith and Jones published a study in which students did not show any true increase in scores.

Or both may be in parentheses (and note that the citation is part of the sentence and therefore comes before the end-of-sentence period):

Another study has shown that students did show a modest increase in scores (Black, White, & Brown, 2002).

Note that when the information is entered as part of the sentence you spell out the word “and,” but when entered in parentheses, you use the ampersand symbol instead, “&.”

Once you have cited a source, you do not need to keep citing it while you continue to discuss it. The only times you need to cite it again are when you have mentioned other sources in between, or if you are using an exact quotation.

The page number (or paragraph number for web pages) required for quotations is always in the parentheses (and again, before the end-of-sentence period):

Another study has shown that students did show an increase in scores but “only for those who completed both semesters” (Black, White, & Brown, 2002, p. 33).

You may only cite sources that you have located and read yourself. If you cite a “second-hand” source, (a source cited by the authors of the book or article you are reading but which you yourself have not actually read), then either simply cite the source from which you got the information, or you can mention the other source by name (year is not necessary) but also add “as cited in....”

Another study was conducted by Smith and Jones (as cited in Black, White, & Brown, 2002) in which they found that students did not show any true increase in scores.

### **Formatting the References List**

- |         |  |
|---------|--|
| Heading | Type the word “References” at the top of a new page, centered.   |
| Spacing | All entries should be single-spaced (unless double-spacing of paper has been requested). Indentation Use “hanging indents”: the first line is not indented, but subsequent lines for the same reference are indented 5 spaces. |

Authors' Names	Always listed surname first, followed by first initial, second initial (if given). If no authors are identified, use name of organization, in normal word order. If no author or organization name exists or is known, use the title of the article. All entries in the References list must be arranged alphabetically, by first author's last name (or by first letter of first word of organization's or title's name). Use an ampersand (&) before last author's last name.
Year	Authors' names are always followed by year in parentheses, followed by a period. Month-day (e.g., April 21) is also used for magazine and newspaper articles, but not for scientific periodicals. For web sites, look for a Copyright year, or a Last updated Year; if none can be found, use year of retrieval
Title of reference	Next comes title of book or article or webpage. Capitalize only the first letter of (a) first word of titles of books and articles, (b) the first word after a colon or question mark, and (c) proper names.
Electronic sources	If the reference is an electronic equivalent of what was originally published in print and retrieved from an electronic database, include the date of retrieval and the name of the database.. If the reference is only an electronic source, such as an online journal, then include the DOI number (Digital Object Identifier) if available, or, if no DOI is available, the Retrieved date and complete URL
Title of source	Titles of books and journals are in italics (no underlining, no quotation marks). For books that include the edition number, add "Nth ed." in parentheses after title but before period, not in italics, followed by period.
Volume #s	For journals, volume number, in italics (but do not use the word "Volume") must be included after the title of a journal. For journals that are consecutively numbered for all issues of a volume, no issue number is used, but for journals where each new issue begins with page 1, the issue number is included in parentheses (but without italics)
Publisher	The publisher of a journal is not included as part of the citation for a journal article, but is included for a book, as the last item after the title, in the format of. "Place: Publisher." For 'City,' it is sufficient to use the city name for well known cities (e.g., New York), but to add abbreviations for states or countries for less well-known cities
Punctuation	Use a comma to separate surnames from initials, a newspaper title from pages numbers, a journal title from volume number, a volume number from page numbers, an issue number (when needed) from page numbers, (Ed.) from book title, city of publication from state. Use periods after initials,

abbreviations, (such as et al.), year of publication, title of book or journal article, and at end of reference. Use ampersand (&) before surname of last author. Use a colon after the city (and state) of publication of a book.

URL The URL must be for the specific page from which the information was located; do not simply give the home page address.

### **Examples of Journal Article References**

Basic form, single author

Roy, A. (1982). Suicide in chronic schizophrenia. *British Journal of Psychiatry*, 141, 171-177.

Journal paginated by issue, 3-6 authors

Baldwin, C. M., Bevan, C., & Beshalske, A. (2000). At-risk minority populations in a churchbased clinic: Communicating basic needs. *Journal of Multicultural Nursing & Health*, 6(2), 26- 28.

Seven or more authors

Yawn, B. P., Algatt-Bergstrom, P. J., Yawn, R. A., Wollan, P., Greco, M., Gleason, M., et al. (2000). An in-school CD-ROM asthma education program. *Journal of School Health*, 70, 153- 159.

Article retrieved as electronic version of print publication from an electronic database

Knowles, E. S. (1999). Distance matters more than you think! An artifact clouds interpretation of Latane, Liu, Nowak, Bonevento, and Zheng's results. *Personality and Social Psychology Bulletin*, 25, 1045-1048. Retrieved August 18, 2009 from PsycINFO database.

Article retrieved from electronic-only journal, with DOI available

Brownlie, D. (2001) Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

Article retrieved from electronic-only journal, with no DOI available

Nelson, G., Westhues, A., & MacLeod, J. (2003). A meta-analysis of longitudinal research on preschool prevention programs for children. *Prevention & Treatment* 6, Article 31. Retrieved December 2, 2004, from <http://journals.apa.org/prevention/volume6/pre0060031a.html>

### **Examples of Book References**

Basic form, single author, well-known city

Sulloway, F. J. (1979). *Freud: Biologist of the mind*. New York: Basic Books.

Book beyond first edition, multiple authors, less well-known city

Strunk, W., Jr., White, E. B., & Angell, R. (1999). *The elements of style* (3rd ed.). Upper Saddle River, NJ: Prentice Hall.

### **Example of Internet Reference**

University of Wisconsin-Madison (2006). Create an APA reference list. Retrieved January 14, 2008, from [http://www.wisc.edu/writing/Handbook/DocAPAResources\\_Elec.html](http://www.wisc.edu/writing/Handbook/DocAPAResources_Elec.html) (Note that it is not sufficient to simply provide the home page URL; the complete URL for the actual page used must be spelled out in full.)

## **MANUSCRIPT ORGANIZATION**

To facilitate the double-blind peer-review process, each submission should be broken into two separate files: (1) Title Page and (2) Main Document. Identifying information should not appear anywhere within the main document file.

### **FILE 1: Title Page**

1. title
2. author(s) name, title, institution, address, telephone number, and e-mail address
3. author(s) note
4. acknowledgment
5. financial disclosure, if applicable

### **FILE 2: Main Document**

Page 1:

1. title
2. abstract
3. keywords

Page 2 and on, with each new element beginning on its own page:

4. main text
5. references
6. footnotes
7. tables
8. figures
9. appendixes
10. Web appendixes

## MANUSCRIPT COMPONENTS

### **Title**

The title should not exceed 25 words.

### **Abstract**

The abstract is limited to 175 words and summarizes the key components of the manuscript, offering the reader a sample of the manuscript.

### **Keywords**

Include 4-5 primary keywords that best suit the topic of the manuscript; these do not necessarily need to match the “Topics/Methods” that are selected in Manuscript Central upon submission.

### **Main Text**

Please do not add any headers/footers on each page (other than the page number). Headings are text only (not numbered) and are formatted according to level.

- **PRIMARY HEADING:** Centered, title-style capitalization (first letter of each word), and bold, with an extra return before and after.
- **SECONDARY HEADING:** Flush left with title-style capitalization (first letter of each word) and in both boldface and italics. You must have at least two sections beginning with a secondary heading; if there is only one, the heading should be excluded.
- **TERTIARY HEADING:** Left justified and indented with sentence-style capitalization (first word only) in italics. Punctuate the heading with a period and begin the first line of the same section on the same line. If only one tertiary heading is used, the heading should be excluded.

### **Mathematical Notations**

Equations should be centered on the page. If equations are numbered, type the number in parentheses flush with the left margin. Please avoid using Equation Editor for simple in-line mathematical copy, symbols, and equations. Type these in Word instead, using the “Symbol” function when necessary.

### **References**

References begin on their own page and are listed in alphabetical order by the first author’s last name. Only references cited within the text are included. All references should be in 12-point font and 1.5-spaced.

**Footnotes**

Footnotes are to be used sparingly and must be concise. No more than 10 total footnotes should appear in a manuscript. Format footnotes in plain text, with a superscript number appearing in text and the corresponding note after the reference section.

**Tables**

Tables should not appear within the text but at the end of the document. Each table should be numbered consecutively and submitted on a separate page. Please indicate appropriate table placement in the text (“Insert Table 1 about here”). Tables must be numbered in the order in which they are to appear.

**Figures**

Figures should not appear within the text but follow any tables. Each figure should be numbered consecutively and submitted on a separate page. Please indicate appropriate figure placement in the text (“Insert Figure 1 about here”). Figures must be numbered in the order in which they are to appear. The term “figure” refers to a variety of material, including line drawings, maps, charts, graphs, diagrams, photos, and Web shots, among others.

The cost of color printing is borne by the authors, so you may consider gray scaling images prior to submission.

**Appendix**

If Appendixes are provided, they appear on a new page after the figures. Multiple appendixes are labeled with letters (Appendix A, Appendix B). A single appendix is labeled without letters (Appendix). Multiple appendixes must be numbered in the order in which they are to appear.