

MANUSCRIPT PREPARATION GUIDELINES

The Manuscript

To ensure uniformity, authors should follow these guidelines when preparing manuscripts for submission. DO NOT EMBED INFORMATION. YOUR PAPER WILL BE DISQUALIFIED IF IT CONTAINS EMBEDDED COMMANDS OR UNUSUAL FORMATTING INFORMATION.

Word Processor Format

Manuscripts should be written in Microsoft Word. Submit the Microsoft Word version and a PDF version.

Length

The maximum length of the body of the paper should be about 3000 words.

Layout

Top and bottom margins: 1.0"
Left and right margins: 1.0"

Text

Regular text: 12 point TNR, left justified Paper title: 14 point TNR, centered Author listing: 12 point TNR, centered Section headings: 12 point TNR centered Section sub-heading: 12 point TNR, left justified

Do not type section headings or titles in all-caps, only capitalize the first letter in each word. All type should be single-spaced. Allow one line of space before and after each heading. Indent, 0.5", the first sentence of each paragraph.

Figures and Tables

Figures and tables should fit width 6½"
And be incorporated into the document.

Page Numbering

Do not include or refer to any page numbers in your manuscript.

Graphics

We encourage you to use visuals—pictures, graphics, and charts—to help explain your article. Graphics images (.jpg) should be included at the end of your paper.