

## SUBMISSION FORMAT

Manuscripts submitted for review and evaluation must conform with the following format below. Manuscripts that significantly deviate from this format shall be returned to the author(s) for corresponding revision.

<b>Number of Pages</b>	Maximum Ten (10) pages including reference list, appendices, table of contents, body, list of tables and figures, and abstract.
<b>Paper</b>	Standard size (8.5 x 11" in the U.S.)
<b>Page Margins</b>	1" on all sides (top, bottom, left, right)
<b>Font</b>	12-pt. Times Roman or Courier. For figures, however, use a sans serif font such as Arial.
<b>Spacing</b>	Double-spaced
<b>Alignment of Text</b>	Justify
<b>Paragraph Indentation</b>	5–7 spaces
<b>End of Sentence</b>	Leave one space after a period unless your teacher prefers two.
<b>Page Numbers</b>	On every page (except Figures), in the lower right margin, 1/2" from the bottom, two or three words of the paper title (this is called the <i>running head</i> ) appear five spaces to the left of the page number, beginning with the title page.
<b>Title Page</b>	The title page is always the first page. The title is centered on their own lines, using upper and lower case: <ul style="list-style-type: none"><li>i. Paper title</li><li>ii. Author(s) name</li><li>iii. Your school</li></ul>
<b>Section Headings</b>	Top level headings should be centered on the page, using upper and lower case.  Second level headings should be flush left, italicized, using upper and lower case.
<b>Tables and Illustrations</b>	Tables and illustrations appear at the end of the paper. Each table begins on a separate page with the label Table 1 (etc.) typed flush left on the first line below the page number. Double-space and type the table title flush left (italicized using uppercase and lowercase letters).  Figures Captions appear on the last numbered page of the paper. In this case the label Figure 1 (etc.) is italicized and the

	caption itself is not. The caption uses regular sentence capitalization. The figures themselves follow, one per page.
<b>Order of Major Sections</b>	Each of these sections (if present) begins on a new page: <ul style="list-style-type: none"> <li>i. Title page</li> <li>ii. Abstract</li> <li>iii. Body</li> <li>iv. References</li> <li>v. Appendixes</li> <li>vi. Footnotes</li> <li>vii. Tables</li> <li>viii. Figure Captions</li> <li>ix. Figures</li> </ul>

## I. COPYRIGHT RELEASE FORM

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