CSI CENTER FOR SCHOLASTIC INQUIRY
RESEARCHING PROFESSIONAL PRACTICE

MANUSCRIPT SUBMISSION GUIDE

GENERAL FORMATTING

- 10 page maximum
- American Psychological Association (APA) Sixth Edition Publication Guidelines
- Microsoft-Word or compatible format (Do not send your manuscript as a PDF or it will be declined)
- Letter-size (8.5 x 11 inches) format
- 1.50 spaced text
- Times New Roman, 12-point font
- One-inch margins
- Two spaces following end punctuation
- Left justification
- Single column
- Portrait orientation
- First-person

MANUSCRIPT ORDER
(Please Note: Do not add a running head or page numbers.)

<u>**Cover Page:**</u> *(This page will be removed prior to peer review.)*
- **Manuscript Title**
  o The first letter of each major word should be capitalized.
  o The title should be in font size 20 and bold.
- **Author(s) Name**
  o First Name, Middle initial(s), and Last name (omit titles and degrees)
  o The names should be font size 12. No bold
- **Institutional Affiliation**
  o Education affiliation – if no institutional affiliation, list city and state of author's residence
  o This educational affiliation should be on the line directly under the author's name.
  o If there are multiple authors, please place a space between them each set of information (name and affiliation).
- **Author Biography**
  o If there are multiple authors, please label this section Author Biographies
  o Please be sure to indent the paragraph before the biography begins. If there are multiple authors, please begin a new paragraph for each author.

<u>**Manuscript:**</u> (*From this point forward, please be sure your manuscript is <u>FREE</u> of any identifying information.*)

Revised 10-19-19

- **Abstract**
  - The abstract (150-word maximum) should effectively summarize your completed research and findings.
  - The word "abstract" should be bold.
- **Keywords**
  - This line should be indented. The word "Keywords" should be italicized and followed by a colon and two spaces.
  - Following the two spaces, list 3 or 4 keywords or key phrases that you would use if you were searching for your article online.
  - Only the first key word should be capitalized. The actual keywords are not italicized.
- **Body of Paper (sections)**

  ALL of the following sections MUST be present or your manuscript WILL be rejected.
  - Introduction
  - Literature Review
  - Methodology
  - Results/Findings
  - Discussion
- **References** –this heading is NOT bolded within the manuscript
  - Manuscripts should be thoroughly cited and referenced using valid sources.
  - References should be arranged alphabetically and strictly follow American Psychological Association (APA) sixth edition formatting rules.
  - Only references cited in the manuscript are to be included.
- **Tables and Figures**
  - If tables and figures are deemed necessary for inclusion, they should be properly placed at the end of the text following the reference section.
  - All tables and figures should be numbered sequentially using Arabic numerals, titled, acknowledged, and cited according to APA guidelines.
  - If graphs or tables are too wide for portrait orientation, they must be resized or reoriented to be included.
- **Appendices** (if applicable)
  - Must be labeled alphabetically as they appear in the manuscript.
  - Title centered at the top.

GENERAL INSTRUCTIONS

- **Headings**
  - Strictly follow APA sixth edition guidelines to format headings. Five levels of headings are allowed, per APA guidelines. See the bottom of this page for layout samples.
- **Abbreviations and/or Acronyms**
  - Abbreviations and/or acronyms should be defined at first mention and used consistently thereafter.
- **Footnotes/Endnotes**
  - Do <u>not</u> use footnotes or endnotes.
- **English Language Support**
  - If your native language is not English, you may want to make use of CSI's in-house editing service to increase the quality of your paper.
  - The use of these services is elective and in no way guarantees acceptance for publication.

HEADING SAMPLES

Heading Level #1 – title of paper or section

<div align="center">

Centered, Bold, Uppercase and Lower Case

</div>

After the heading, hit a return, indent, and begin the text.

Heading Level #2 – main sections

Flush left, Bold, Uppercase and Lower Case

After the heading, hit a return, indent, and begin the text.

Heading Level #3 – subsections

Indented, bold, first word capitalized, all else lower case, end the heading with a period. Start text two spaces after the period.

Heading Level #4– subsections

Indented, italicized, bold, first word capitalized, all else lower case, end the heading with a period.

Start text two spaces after the period.

Heading Level #5– subsections

Indented, italicized, first word capitalized, all else lower case, end the heading with a period. Start text two spaces after the period.