MANUSCRIPT SUBMISSION GUIDE

These revised guidelines become effective with the fall 2015 publications.
If you are submitting to a spring 2015 publication, please use the previous guide.

GENERAL FORMATTING

- 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.)

Cover Page: (This page will be removed prior to peer review.)

- Manuscript Title
  - The first letter of each major word should be capitalized.
  - The title should be in font size 20 and bold.

- Author(s) Name
  - First Name, Middle initial(s), and Last name (omit titles and degrees)
  - The names should be font size 12. No bold

- Institutional Affiliation
  - Education affiliation – if no institutional affiliation, list city and state of author’s residence
  - This educational affiliation should be on the line directly under the author’s name.
  - If there are multiple authors, please place a space between them each set of information (name and affiliation).

- Author Biography
  - If there are multiple authors, please label this section Author Biographies
  - Please be sure to indent the paragraph before the biography begins. If there are multiple authors, please begin a new paragraph for each author.
Manuscript: (From this point forward, please be sure your manuscript is FREE of any identifying information.)

- 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 not 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
  - **Centered, Bold, Uppercase and Lower Case**
  - 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.

Revised 2/1/2015