



MANUSCRIPT GUIDE

General Formatting:

- Microsoft-Word or compatible format
- Letter-size (8.5 x 11 inches) format
- Single-spaced text
- Times New Roman, 10-point font
- One-inch margins
- Left justification
- Single column
- Portrait orientation
- Third-person
- American Psychological Association (APA) Sixth Edition Publication Guidelines

Order of the Manuscript:

- Title page
- Title
- Abstract
- Keywords
- Introduction
- Body of paper
- Tables and figures, placed where they belong
- Conclusion
- Author biography including contact information for each author (100-word maximum)
- References (American Psychological Association (APA) Sixth Edition)
- Appendices (if applicable)

Title Page:

The title page lists the paper title, identifies the contact author and includes the following information for EACH author: name, institutional affiliation, mailing address, and email address.

Title:

The title should be brief, explanatory and include the keywords or key phrases.

Abstract:

The abstract (250-word maximum) should effectively summarize your completed research and findings.

Keywords:

List 3 or 4 keywords or key phrases that you would use if you were searching for your article online.

Headings:

Strictly follow APA sixth edition guidelines to format headings. Five levels of headings are allowed, per APA guidelines.

Tables & Figures:

Tables and figures should be properly placed in the text and numbered sequentially using Arabic numerals, according to APA guidelines. Because CSI journals are printed in black and white; colored graphs and charts are not advised. If graphs or tables are too wide for portrait orientation, they must be resized or reoriented.

Abbreviations:

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes/Endnotes:

A reference list must be included. Do not use footnotes or endnotes.

References:

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.

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.

Additional Details:

- All papers must be original, unpublished research. Papers published in conference proceedings are acceptable so long as the proceedings are not copyrighted or you were granted and provide a copyright release with your manuscript submission.
- Prior to publication, papers may be reviewed with plagiarism detection software. Papers exceeding minimal levels of non-original content (excluding direct quotations and references) will be returned for revision and resubmission.
- All submitting authors agree to serve as peer reviewers on two papers submitted by other authors for publication consideration.
- The Center for Scholastic Inquiry only publishes papers that are aligned with our express mission of advancing the professions of education, business and behavioral sciences, developing thought leadership and increasing the body of validated knowledge about evidence-based practice, best practice and landmark practice.
- The Center for Scholastic Inquiry reserves the absolute right to refuse publication of any reviewed submission.

Submissions to CSI journals must comply with manuscript guidelines. Authors are encouraged to thoroughly review CSI's guidelines and their manuscripts prior to submission.

Manuscripts that do not meet the guidelines will be returned for revision and resubmission.