MANUSCRIPT SUBMISSION GUIDE

GENERAL FORMATTING:

- American Psychological Association (APA) Sixth Edition Publication Guidelines
- Microsoft-Word or compatible format
- Letter-size (8.5 x 11 inches) format
- 1.15 spaced text
- Times New Roman, 12-point font
- One-inch margins
- Two spaces following end punctuation
- Left justification
- Single column
- Portrait orientation
- Third-person

MANUSCRIPT ORDER:

- **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).

- **Abstract**
  - o The abstract (150-word maximum) should effectively summarize your completed research and findings.
  - o The word "abstract" should be bold.

- **Keywords**
  - o This line should be indented. The word "Keywords" should be italicized and followed by a colon.and two spaces.
  - o Following the two spaces, list 3 or 4 keywords or key phrases that you would use if you were searching for your article online.

- **Body of Paper (sections)**
  ALL of the following sections MUST be present or your manuscript WILL be rejected.
  - Introduction
  - Review of Literature
  - Methods
  - Results
  - Discussion

- **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.

- **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.
- **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.