

# Title of Manuscript Here

This should be centered, bold, font size 20, and the first letter of each major word should be capitalized. If your title is longer than one row, the spacing between rows is 1.0. When you are done with the title, hit the return key and change your spacing to 1.50. Then hit return again before the next section

First Name, Middle Initial (if desired), Last Name

University Affiliation (no address)

Please be sure this section is centered and then enter your name and affiliation. If there are multiple authors, please repeat the above process until you are done entering authors. Be sure to space twice after each one. When you are done, hit the return key twice.

**Author Biography** (Left justified and bold. The first letter in each major word is capitalized.)

Please type the author biography here. If there are multiple authors, please be sure to change the section heading to “Author Biographies”. For each author, start a new paragraph by hitting return and indenting.

## **Manuscript Title**

Enter the manuscript title again here. It should be font size 12 and bold. After entering the title, hit the return key twice. **Note: From this point forward, there should be NO identifying information.**

## **Abstract**

The word “Abstract” should be bold and centered. Only the first letter is capitalized. Hit the return key and begin writing the abstract. This should be left justified with no indent. When you are done entering the abstract content, hit the return key twice and then the tab/indent key.

**Suggestions: Make sure the abstract can be quickly scanned for manuscript content and general findings.**

*Keywords:* Keyword, keyword, keyword, keyword, keyword, keyword, keyword

The word “Keywords” should be indented and italicized. The actual keywords are not italicized.

**Suggestions: Be sure to enter several keywords that can be used to search your manuscript topic.**

## **Introduction**

This section is bold and centered. Hit the return key, press the tab for the start of the paragraph, and start typing. If you need to utilize sub-headings, sample formatting is available at the end of this document. When you are done with the section, hit the return key twice and begin the next section. **Suggestions: At a minimum, the author must explain the topic, research question, and intent of the research.**

## **Literature Review**

This section is bold and centered. Hit the return key, press the tab for the start of the paragraph, and start typing. If you need to utilize sub-headings, sample formatting is available at the end of this document. When you are done with the section, hit the return key twice and begin the next section. **Suggestions: Make sure the literature review clearly states/ explains the problem or issue that is addressed by the research. Further, be sure to clearly explain how the current work adds to the previous body of research. All manuscripts should have a minimum of 10 credible references.**

## **Methodology**

This section is bold and centered. Hit the return key, press the tab for the start of the paragraph, and start typing. If you need to utilize sub-headings, sample formatting is available at the end of this document. When you are done with the section, hit the return key twice and begin the next section. **Suggestions:** The author should make sure the methodology is well-developed, clearly articulated and appropriate for the problem described. If qualitative data are reported, are the methods used to collect and analyze the data clearly described? Could professionals/practitioners in other disciplines replicate the study without extensive additional explanation? Are the sample and size clearly stated and appropriate?

## **Results/Findings**

This section is bold and centered. Hit the return key, press the tab for the start of the paragraph, and start typing. If you need to utilize sub-headings, sample formatting is available at the end of this document. When you are done with the section, hit the return key twice and begin the next section. **Suggestions:** Be sure to accurately and fully report the results. Just state the facts in this section. Be sure to insert your graphs/figures near the end of your paper (after the references but before the appendices). Please fully explain your graphs in your narratives. Is your statistical analysis understandable and complete?

## **Discussion**

This section is bold and centered. Hit the return key, press the tab for the start of the paragraph, and start typing. If you need to utilize sub-headings, sample formatting is available at the end of this document. When you are done with the section, hit the return key twice and begin the next section. **Suggestions:** This section must include a summary of findings and conclusions, implications of the study, why the work adds to the field, and recommendations for future research. Last but not least, CSI puts heavy emphasis on the recommendations for practice. Be sure to tell the reader what practitioners (from your discipline or other disciplines) can apply to their own contexts in regard to procedures and practices.

## References

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## Tables and Figures

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## Appendices

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## MISCELLANEOUS TIPS/CONSIDERATIONS

- Be sure the manuscript is carefully edited for spelling and English grammar. If you need assistance, CSI has a General Editor available. For information, click **GENERAL EDITOR**
- Be sure the manuscript is intellectually engaging and professionally appropriate.
- Be sure the manuscript is easy to understand for both your discipline, as well as others.
- Be sure your sources are completely and appropriately parenthetically cited in APA format. If you need assistance, CSI has an APA Editor available. For information, click **APA EDITOR**
- Be sure your references are listed in the reference section based on the APA 6<sup>th</sup> Edition.