



## **PUBLICATION FORMAT GUIDELINES**

**YOU ARE RESPONSIBLE FOR ALL SPELLING AND GRAMMAR ACCURACY. PLEASE REVIEW CAREFULLY! FINAL MANUSCRIPTS MUST BE SCHOLARLY WRITTEN AND WITHOUT ERROR.**

### **\*\*MAILING INFORMATION\*\***

At the end of the final formatted paper, please include the name, address, phone numbers and email OF THE CONTACT AUTHOR where your complimentary journal(s) should be mailed. If this information is not included, the delivery of your journal(s) will be delayed. **Note: This information will not appear in the final journal publication or in any other public location.**

### **GENERAL FORMAT SETUP:**

- Produced in MS-Word 95 or greater, please no pdf.
- 1 inch margins on all sides
- 8.5" x 11" paper size, **not A4**
- Single spacing, from beginning of document
- One space after all punctuation
- Times New Roman, 11 pt. font
- Full justification except where noted
- Do not number pages
- Do not use footnotes or endnotes. See details below.
- Paragraphs should be continuous, no line spaces between paragraphs, with a **1/4 inch** indentation at each new paragraph, **no landscape oriented pages please.** Exceptions can be made for tables that cannot be made narrower.

Article title should be 2.5 inches from top: title should be centered, bold, 14 pt font, Times New Roman. Each author, with affiliation, should be centered below title, with space between first author and title, and each subsequent author/affiliation, 12 pt font, **bold**, Times New Roman.

After the last author's affiliation, hard return 4 times and place an abstract of no more than **100 words**, in *italics*, 11 pt font, with no indentation.

### **HEADINGS:**

First level headings should be bold, all caps, 11 pt Times New Roman, Left Justified with 1 line space above and below the heading.

Second level headings should be bold, 11 pt Times New Roman, Left Justified with one space above the heading, none below, using capitals as in a title.

Third level headings should be italic, 11 pt Times New Roman, Left Justified with one space above the heading, none below (unless it directly follows a second level heading), using capitals as in a title.

### **TABLES and FIGURES:**

They should be numbered consecutively within each category; thus, a paper might have a TABLE 1 and FIGURE 1. Each table and figure should be self contained and centered and appear in the body of the paper in its approximate, appropriate location, also using “(See Table 1)” for example, to indicate where it is being discussed. Table and Figure titles should also be centered, all capital letters, **bold**, and 11 pt font. Any size font may be used *within* a table or figure. Excessive tables, figures and raw data are discouraged. They should directly aid in the reading of the article. If needed, but cumbersome, they should be included in an appendix. If an Appendix is included, it should appear after the references. No landscape oriented pages if possible please.

### **EQUATIONS:**

They should be indented ½ inch and numbered. Numbers should appear in parentheses and be right justified (set tab at 6.5 inches). See example below.

$$\Delta \ln SP_{mt} = \phi_{m10} + \sum_{i=1}^p \phi_{m1i} \Delta \ln SP_{m(t-i)} + \sum_{k=1}^q \phi_{2k} \Delta \ln SP_{n(t-k)} + \rho_{m1} \mu_{m(t-1)} + e_{mt} \quad (1)$$

### **ENDNOTES:**

**Only use if necessary.** They should be manually numbered (DO NOT USE ANY ENDNOTE PROGRAMS) using superscript and then listed after the body of the paper and before the references in 10 pt font and indented ¼ inch.

### **REFERENCES:**

The Reference section should follow an APA, 6<sup>th</sup> Edition style, as follows: left justified, with hanging indent at ½ inch, all lines of referencing, with single spacing between references (the one exception to APA formatting). See examples below. The citation style in the body of the paper is (Alan, 1981) coming at the final point of the paraphrased citation, or (Davis, et.al., 1999, p.116) coming after a quote.

Examples of acceptable styles in the reference section are as follows:

#### **Book and eBook:**

Author, F.M. (Year of Publication). *Title of work*. Publisher City, State: Publisher.

Author, F.M. (Year of Publication). *Title of work* [E-reader Version]. Retrieved from <http://xxxxx> or doi:xxxxx

#### **Periodical and Periodical online:**

Author, F.M., Author F.M., & Author F.M. (Publication year). Article Title. *Periodical Title*, Volume(Issue), pp.-pp.

Author, F.M. (Publication year). Article Title. *Periodical Title*, Volume(Issue), pp.-pp. doi:XX.XXXXXX or Retrieved from journal URL

#### **Website with author’s name: and Website without author’s name:**

Author, F.M. (Year, Month Date of publication). *Article title*. Retrieved from URL Article title. (Year, Month Date of publication). Retrieved from URL

If there is any confusion or you have an uncommon citation, please refer to the manual of the American Psychological Association.

**EXAMPLE FOLLOWS:**

**Scale Measurements in Marketing Research**

**Michael Johnson  
University of  
Georgia**

**William Davis  
University of Oregon**

**John Smith  
University of  
Georgia**

*This is where the abstract would start...Do not use the word Abstract...Do not indent  
Leave one space between the abstract and the body of the paper.*

**INTRODUCTION**

Text here

**FIRST LEVEL HEADING**

**Second Level Heading**

Text here

**FIRST LEVEL HEADING**

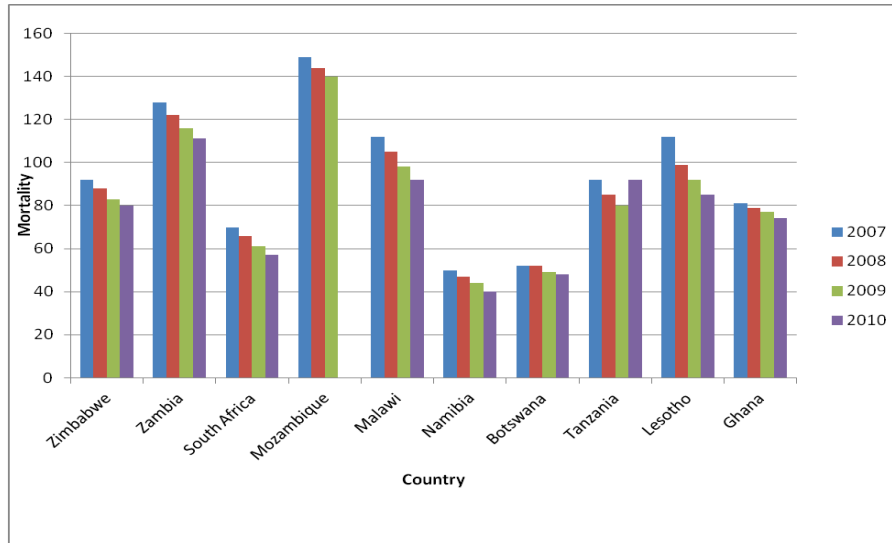
**Second Level Heading**

*Third Level Heading*

Text here

**TABLE 1  
SIGNIFICANT VARIABLES FROM THE REGRESSION ANALYSIS**


**FIGURE 1**  
**UNDER 5 MORTALITY RATES FOR SELECTED AFRICAN COUNTRIES**



## CONCLUSION

Text here

## ENDNOTES

1. Endnote appears here

## REFERENCES

- Alan, B.P. (1981). Management directed buyouts. *Journal of Management*, 27(3), 23-34.
- Bank, R.L. & Wheelwright, S.C. (1983). *Operation versus strategy: Trading tomorrow for today*, New York, NY: John Wiley.

## APPENDIX

Text, Table or Figure here

## ACKNOWLEDGEMENTS

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