

SUBMISSION FORMAT

Manuscripts submitted for review and evaluation must conform with the following format below. Manuscripts that significantly deviate from this format shall be returned to the author(s) for corresponding revision.

Number of Pages	Maximum Ten (10) pages including reference list, appendices, table of contents, body, list of tables and figures, and abstract.
Paper	Standard size (8.5 x 11" in the U.S.)
Page Margins	1" on all sides (top, bottom, left, right)
Font	12-pt. Times Roman or Courier. For figures, however, use a sans serif font such as Arial.
Spacing	Double-spaced
Alignment of Text	Justify
Paragraph Indentation	5–7 spaces
End of Sentence	Leave one space after a period unless your teacher prefers two.
Page Numbers	On every page (except Figures), in the lower right margin, 1/2" from the bottom, two or three words of the paper title (this is called the <i>running head</i>) appear five spaces to the left of the page number, beginning with the title page.
Title Page	The title page is always the first page. The title is centered on their own lines, using upper and lower case: <ul style="list-style-type: none">i. Paper titleii. Author(s) nameiii. Your school
Section Headings	Top level headings should be centered on the page, using upper and lower case. Second level headings should be flush left, italicized, using upper and lower case.
Tables and Illustrations	Tables and illustrations appear at the end of the paper. Each table begins on a separate page with the label Table 1 (etc.) typed flush left on the first line below the page number. Double-space and type the table title flush left (italicized using uppercase and lowercase letters). Figures Captions appear on the last numbered page of the paper. In this case the label Figure 1 (etc.) is italicized and the

	caption itself is not. The caption uses regular sentence capitalization. The figures themselves follow, one per page.
Order of Major Sections	Each of these sections (if present) begins on a new page: <ol style="list-style-type: none">i. Title pageii. Abstractiii. Bodyiv. Referencesv. Appendixesvi. Footnotesvii. Tablesviii. Figure Captionsix. Figures