Author’s Guidelines

1. Order of Pages
2. Title Page
3. Abstract
4. Keywords
5. Text (Body)
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Order of Pages

Arrange the pages of the paper in the following order:

- title page (page 1)
- abstract (start on a new page after the title page)
- text (start on a new page after the abstract)
- references (start on a new page after the end of the text)
- appendices (if necessary, start each on a new page after the references)

Title Page

Title page must be included:

- Title of the paper
- name of each author of the paper
- affiliation for each author
- provide corresponding author’s email
- provide the submission date
Abstract

Format. Abstracts typically are limited to no more than 250 words. Place the abstract on its own page after the title page (i.e., page 2). Write the section label “Abstract” in bold title case, centered at the top of the page, and place the abstract below the label. Abstracts appear in paragraph format. In this format abstract is written as a single paragraph without indentation of the first line.

Keywords

Format. Write the label “Keywords:” (in italic) one line below the abstract, indented 0.5 in. like a regular paragraph, followed by the keywords in lowercase (but capitalize proper nouns), separated by commas. The keywords can be listed in any order. Do not use a period or other punctuation after the last keyword. If the keywords run onto a second line, the second line is not indented.

Text (Body)

Format. The text should start on a new page after the title page and abstract. On the first line of the first page of the text, write the title of the paper in title case, bold, and centered. The text should be left-aligned, double-spaced paragraphs, with the first line of each paragraph indented by one-tab key (0.5 in.). Use headings as needed and appropriate within the text to separate sections. Do not start a new page or add extra line breaks when a new heading occurs; each section of the text should follow the next without a break.

Heading Levels
Following table shows how to format each level of heading.
Figure lists all the headings that will be used in a paper in correct format.

**Pagination**
All papers should contain the page number, flush right, in the header of every page. The title page is page number 1.
Font
Use the same font throughout the text of the paper as 12-point Times New Roman.

Special Characters
Special characters are accented letters and other diacritical marks, Greek letters, math signs, and symbols. Type special characters using the special character functions of your word-processing program or a plug-in such as MathType. Characters that are not available should be presented as images.

Line Spacing
Double-space the entire paper, including the title page, abstract, text, headings, block quotations, reference list, table and figure notes, and appendices.

Margins
Use 1-in. (2.54-cm) margins on all sides (top, bottom, left, and right) of the page.

Paragraph Alignment
Align the text to the left and leave the right margin uneven (“ragged”). Do not use full justification.

Paragraph Indentation
Indent the first line of every paragraph 0.5 in.

Footnote
Place each footnote at the bottom of the page on which it is discussed using the footnote function of your word-processing program. Number all footnotes consecutively in the order in which their callouts appear in the text with superscript Arabic numerals. Footnote callouts should be superscripted.

Reference List
Format: APA requires that information be cited in two different ways in the text and also in the reference list given at the end of the paper. The reference list should be given on a new page using the hanging indent method, that is, all lines after the first one are indented. Entries should be organized alphabetically according to the surnames of first authors (The first line of each reference is flush left and subsequent lines are indented by 0.5 in.)
Reference Elements

A reference generally has four elements: author, date, title, and source. Each element answers a question:
• Author: Who is responsible for this work?
• Date: When was this work published?
• Title: What is this work called?
• Source: Where can I retrieve this work?

Format of the Author Element

Follow these guidelines to format the author element:

• Invert all individual authors' names, providing the surname first, followed by a comma and the initials: Author, A. A.
• Use a comma to separate an author's initials from additional author names, even when there are only two authors; use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B.
• Do not use a comma to separate two group authors: American Psychological Association & National Institutes of Health.
• Use a serial comma before the ampersand (&) with three or more authors.
• Provide surnames and initials for up to and including 20 authors. When there are two to 20 authors, use an ampersand before the final author's name.
• When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no ampersand), and then add the final author's name.
• Use one space between initials.
• When given names are hyphenated, retain the hyphen and include a period after each initial but no space (e.g., Xu, A.-J., for Ai-Jun Xu). When the second element of a hyphenated name is lowercase, treat it as a single name (e.g., Raboso, L., for Lee-ann Raboso).
• Use commas to separate initials and suffixes such as Jr. and III: Author, A. A., Jr., & Author, B. B.

Format of the Date/Year Element

• Enclose the date of publication in parentheses, followed by a period: (2020).
• For works from a reference category that includes the month, day, and/or season along with the year, put the year first, followed by a comma, and...
then the month and date or season: (2020, August 26). (2020, Spring/Summer).

• If a work has been accepted for publication but is not yet published, use the term "in press" instead of a year. Do not provide a date in the reference until the work has been published.

• If no publication date is identified, use "n.d." in parentheses following the authors.

Format of the Title Element
• For works that stand alone (e.g., books, reports, webpages and websites), italicize the title, and capitalize it using sentence case.

• If edition and volume information are included; separate these elements with a comma, placing the edition number first. (2nd ed., Vol. 1).

Format of the Source Reference
Includes author name, date of publication, title, journal name, volume, pages, and doi (for journal article) and author, date of publication, title, edition, publisher name, pages, and URL (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.

Examples:

Single Author

Two Authors

Three to Twenty Authors
More Than Twenty Authors

Two or More Works by the Same Author in the Same Year


Books Sample

<table>
<thead>
<tr>
<th>Author or editor</th>
<th>Date</th>
<th>Title</th>
<th>Publisher information</th>
<th>Source</th>
</tr>
</thead>
</table>

Simple Book

Religious Book
*King James Bible*. (2017). King James Bible Online. [https://www.kingjamesbibleonline.org/](https://www.kingjamesbibleonline.org/) (Original work published 1769)

**Book Chapters Sample**

<table>
<thead>
<tr>
<th>Chapter author</th>
<th>Date</th>
<th>Chapter title</th>
<th>Source</th>
<th>DOI or URL</th>
</tr>
</thead>
</table>

**Book Chapter**


**Journals Articles Sample**

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
<th>DOI or URL</th>
</tr>
</thead>
</table>

**Journals Article**


**Magazine Article**

Journal Article a 001, 21 or More Authors

Online Newspaper Article

Online Newspaper Article

Conference Proceeding Sample

Thesis Sample

Working Paper Sample

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
</tr>
</thead>
</table>

Working Paper

Last, F. M. (year). Title of work (Report No. xxxx). Publisher.

Abstract of a Journal Article from an Abstract Indexing Database


Monograph as Part of a Journal Issue


Webpage Entry Sample

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
</tr>
</thead>
</table>
Webpage Entry

Webpage on a Website (when authors are different from the site name)
Website name and URL.
Mayo Clinic. https://www.mayoclinic.org/drugs-supplements-acidophilus/art-20361967

Webpage on a News Website

Webpage on A Website with a Retrieval Date

Webpage on a Website with an Individual Author

Social Media Sample

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title</th>
<th>Source</th>
<th>URL</th>
</tr>
</thead>
</table>
Facebook Post

YouTube

Encyclopedia
Author’s Last, F. M. (Year of Publication). Title of entry or article. *Name of reference source* (Vol. number, pp. pages). Publisher.

Online and print dictionary


Wikipedia

Correspondence between a Reference List Entry and an In-Text Citation
Abbreviations in References

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Book or publication part</th>
</tr>
</thead>
<tbody>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>Rev. ed.</td>
<td>revised edition</td>
</tr>
<tr>
<td>2nd ed.</td>
<td>second edition</td>
</tr>
<tr>
<td>Ed. (Eds.)</td>
<td>editor (editors)</td>
</tr>
<tr>
<td>Trans.</td>
<td>translator(s)</td>
</tr>
<tr>
<td>Narr. (Narrs.)</td>
<td>narrator (narrators)</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>p. (pp.)</td>
<td>page (pages)</td>
</tr>
<tr>
<td>para. (paras.)</td>
<td>paragraph (paragraphs)</td>
</tr>
<tr>
<td>Vol. (Vols.)</td>
<td>volume (volumes)</td>
</tr>
<tr>
<td>No.</td>
<td>number</td>
</tr>
</tbody>
</table>

How to Create a Reference When Information Is Missing

<table>
<thead>
<tr>
<th>Missing element</th>
<th>Solution</th>
<th>Reference list entry</th>
<th>In-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nothing—all elements are present</td>
<td>Provide the author, date, title, and source of the work.</td>
<td>Author (Date). Title. Source.</td>
<td>(Author, year) Author (year)</td>
</tr>
<tr>
<td>Author and date</td>
<td>Provide the title, date, and source.</td>
<td>Title. (Date). Source.</td>
<td>(Title, year) Title (year)</td>
</tr>
<tr>
<td>Date and title</td>
<td>Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.</td>
<td>Author. (n.d.). Title. Source.</td>
<td>(Author, n.d.) Author (n.d.)</td>
</tr>
<tr>
<td>Date and title</td>
<td>Describe the work in square brackets, and then provide the date and source.</td>
<td>Title. (Date). Source.</td>
<td>(Title, Date) Title (year)</td>
</tr>
<tr>
<td>Date and title</td>
<td>Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.</td>
<td>Author (n.d.). [Description of work]. Source.</td>
<td>(Author, n.d.) Author (n.d.)</td>
</tr>
<tr>
<td>Author, date, and title</td>
<td>Describe the work in square brackets, write “n.d.” for “no date,” and then provide the source.</td>
<td>Author (n.d.). [Description of work]. (n.d.). Source.</td>
<td>(Description of work, n.d.) [Description of work] (n.d.)</td>
</tr>
<tr>
<td>Source</td>
<td>Cite as a personal communication (see Section 8.9) or find another work to cite (see Section 9.37).</td>
<td>No reference list entry.</td>
<td>(C. C. Communicator, personal communication, month, day, year)</td>
</tr>
</tbody>
</table>

C. C. Communicator (personal communication, month, day, year)
Table

Table Components

number: The table number (e.g., Table 1) appears above the table in bold font.

title: The table title appears one double-spaced line below the table number in italic title case.

headings: All tables should include column headings, including a stub heading (heading for the leftmost column). Some tables also include column spanners, decked heads, and table Spanners.

body: The table body includes all the rows and columns of a table.

notes: Three types of notes (general, specific, and probability) appear below the table as needed to describe contents of the table that cannot be understood from the table title or body alone (e.g., definitions of abbreviations, copyright attribution). Not all tables include table notes.
Figure

Figure Components

number: The figure number (e.g., Figure 1) appears above the figure in bold.

title: The figure title appears one double-spaced line below the figure number in italic title case.

image: The image portion of the figure is the chart, graph, photograph, drawing, or other illustration itself.

legend: A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image.

note: Three types of notes (general, specific, and probability) can appear below the figure to describe contents of the figure that cannot be understood from the figure title, image, and/or legend alone (e.g., definitions of abbreviations, copyright attribution). Not all figures include figure notes.
Appendices (if necessary)

Format. Begin each appendix on a separate page after any references, footnotes, tables, and figures. Give each appendix a label and a title. If a paper has one appendix, label it “Appendix”; if a paper has more than one appendix, label each appendix with a capital letter (e.g., “Appendix A,” “Appendix B”) in the order in which it is mentioned in the text. Each appendix should be mentioned (called out) at least once in the text by its label (e.g., “see Appendix A”). The appendix title should describe its contents. Place the appendix label and title in bold + tile case and centered on separate lines at the top of the page on which the appendix begins.

Paper Length

Paper length should be no more than 5000-7000 (five thousand to seven thousand) words.