

## **General Instructions for Authors**

-Manuscripts will be accepted for review with the understanding that the content is neither published nor simultaneously submitted for publication elsewhere.

-While an international audience is encouraged to submit manuscripts, only manuscripts written in English can be accepted for review and publication.

-Personal information about the authors should be absent from the manuscripts. The uploading process (when submitting a manuscript for review) allows authors to put this personal information in a metadata set of windows (*Article Title, Short Title, Keywords, Abstract, and Cover Page Footnote*, in addition to the *Full Text of Submission* window and the *Cover Letter* window) along with their contact information and their affiliation information. Authors should fill in all these windows since the information provided there will be used later if the manuscript is accepted.

## **General Instructions on Writing**

-Authors should know that the Webster's Unabridged Dictionary will be used for all issues of spelling and hyphenation.

-Authors should know that the Publication Manual of the American Psychological Association (abbreviated here as APA Manual, 6th ed.) will be used for all issues of style.

## **Specific Instructions on Writing**

-Authors should remember that the APA Manual suggests, "Past tense or present perfect tense is appropriate for literature review and the description of the procedure is the discussion is of past events. Use past tense to describe the results. Use present tense to discuss implications of the results and present the conclusions" (2010, p. 65).

*Sanchez (2000) presented the same results. Researchers have argued ...*

-Whenever including tables or figures, authors should remember that the APA Manual suggests they present those tables and figures in the following way:

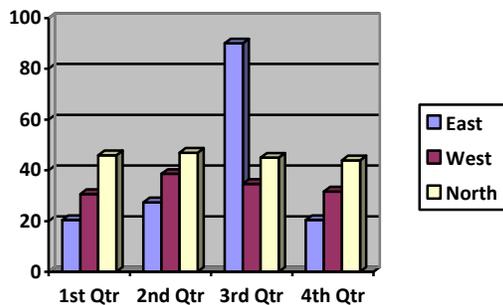
Tables should be called Table 1, Table 2, etc. The label of the table (Table 1) should be placed flush left at the top of the table. The title of the table should be placed flush left under the label of the table and should be printed in italics with upper and lower cases words.

Table 1

*Interview Attempted and Completed*

	Attempted	Completed
Round 1	17	7
Round 2	9	6
Round 3	14	6
Total	40	19

Figures should be labeled Figure 1., Figure 2., etc. The label of the figure (Figure 1.) should be placed flush left at the bottom of the figure, with the words Figure 1. in italics (notice the period after the number of the figure). The title of the figure should follow the label of the figure and should be printed in regular font in lower cases (except for the first letter of the first word), ending with a period.



*Figure 1.* Quarterly regional sales.

### Instructions on Writing Abstracts

- Manuscripts should be accompanied by abstracts.
- Abstracts should summarize each submission in 150 words or less.
- Abstracts (and keywords, should authors choose to include them) should be uploaded in the metadata set of windows mentioned in the *General Instructions for Authors* section listed above.

### Instructions on Writing References

- Authors should follow the APA Manual for creating proper in-text citations and proper entries on the reference page.

-Authors should remember that in-text citations require the inclusion of three elements: the surname of the author of the cited material, the year of publication of the cited material, and (when quoting) the page number (or paragraph placement) of the cited material.

*Robinson and McLullen (2009) found that nonprofits can be profitable. Indeed, their research showed profitable results for most of the years studied (Robinson & McLullen, 2009). They argued “for the use of a profitability index to compare nonprofits” (Robinson & McLullen, 2009, p. 345).*

-Authors should list only the cited material in the reference section of the manuscript, in alphabetical order, according to the tenet of the APA Manual.

-References should be listed on a new page (with the exception of book reviews) in Times New Roman at 12 points, left justified with hanging indents.

## **Instructions on Formatting**

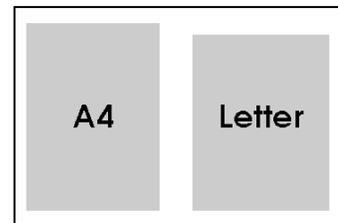
Authors should prepare their manuscripts according to specific formatting guidelines. They should do the following:

-Type the manuscript using Microsoft Word

-Use only one space after end-of-sentence punctuation marks

-Use the font Times New Roman at 12 points

-Format the manuscript to print on the standard U.S. 8.5 x 11-inch paper (not the standard A4 paper)



-Set the margins at one inch (2.54 cm) on all sides (top, bottom, right, and left)

-Indent all paragraphs

-Double space the manuscript

-Left justify the manuscript

-Include tables, figures, illustrations, photographs, maps, etc. where they need to appear in the text of the manuscript (no *Table 1 about here* with the Table included on a separate page)

-Submit the manuscript as a .doc, a .docx, or an .rtf extension.

-Set the headings according to the four standard levels of headings described in section 3.03 (p. 62) of the APA Manual and exemplified on the next page. Introductions need no headings.

# The Title of the Article will Eventually be Reinserted Here

Level-two headings in Times New Roman, left justified, boldfaced, in upper and lower cases at 12 points.

**Stream Number One**

**Stream Number Two**

**Stream Number Three**

Level-three headings in Times New Roman, indented, boldfaced, ending with a non-italicized period, followed by five spaces and the text, with the first letter of the first word capitalized, at 12 points.

**Additional subdivision.**

**Additional subdivision.**

**Literature Review**

Followed by text.

Followed by text.

**Method**

**Recommendations**

**References**

Level-one headings in Times New Roman, boldfaced, centered, in upper and lower cases at 12 points.