

**Paper Submission Checklist:**

- \_\_\_ Produced in MS-Word 95 or greater (or equivalent), please no pdf.
- \_\_\_ 1 inch margins on all sides
- \_\_\_ 8.5" x 11" paper size, not A4
- \_\_\_ Single spacing, from beginning of document except where noted.
- \_\_\_ All paragraphs have one half-inch, indented (tabbed) first lines with the exception of the abstract, which has no indent. Do not use multiple spaces (e.g., spacebar) to indent paragraphs; use the tab key on the keyboard.
- \_\_\_ Paper should not exceed 15 pages
- \_\_\_ One space after all punctuation
- \_\_\_ Arial, 10-point font
- \_\_\_ Full justification except where noted
- \_\_\_ Do not use page numbers
- \_\_\_ Do not use footnotes or endnotes. If necessary, manually number using superscript and list numbered notes after body of paper and before references.
- \_\_\_ All pages need to be in portrait (no landscape oriented pages)
- \_\_\_ No color graphics at all including in graphs, tables, or figures.
- \_\_\_ Article title should appear at 2.5 inches (8 hard returns) from top
- \_\_\_ Title should be centered, bold, Arial, 14-point font, major words capitalized
- \_\_\_ Two copies of the paper are submitted; one with no author name(s) or affiliation and the other with author name(s) and affiliation.
- \_\_\_ (2 hard returns) and start with the first author. Affiliation, should be centered below author, with single space between first author and title, and each subsequent author/affiliation, bold, Arial, 12-point font
- \_\_\_ After the last author's affiliation, (hard return 4 times) and place an abstract of no more than 100 words. Abstract is 10-point font, not bold, and not indented.

An example follows:

**Exploring Marketing Strategy in Small Businesses**

**Name**  
**University**

**Name**  
**University (return)**  
(return)  
(return)  
(return)

This is where the abstract would start...  
(return)  
(return)

## **ABSTRACT**

Abstracts should not be indented but all other paragraphs throughout the paper should be. The abstract should be no more than 100 words.

## **INTRODUCTION**

First level headings should be bold, all caps, Arial, 10-point font, Left Justified with one line space above and below the heading.

### **Second Level Heading**

Second level headings should be bold, Arial, 10-point font, Left Justified with one space above the heading, none below, using capitals as in a title.

### *Third Level Heading*

Third level headings should be italic, Arial, 10-point font, Left Justified with one space above the heading, none below, not bold, using capitals as in a title.

## **TABLES, FIGURES and GRAPHS**

All should be numbered consecutively within each category; thus, a paper might have a **TABLE 1**, **FIGURE 1**, and **GRAPH 1**. Each table, figure, and graph should be self-contained and centered along with the headings being centered, all capital letters, bold, Arial, 10-point font, and appear in the body of the paper in its appropriate location (See Table 1). Excessive and large tables, figures, graphs and raw data are discouraged. They should directly aid in the reading of the article. If needed, but cumbersome, they should be included in the appendix.

**TABLE 1  
DATA ON SMALL BUSINESSES**

**GRAPH 1  
BENEFITS AS A PERCENTAGE OF PAY**

## **REFERENCES**

Every reference in an article should provide specific information in the order and format specified by the Publication Manual of the American Psychological Association Sixth Edition (APA6). References should be Arial, 10-point font, left justified with second line hanging 0.5 inches. In other words, references are reverse indented so the first line aligns with the left margin and all remaining lines for a reference are indented. All in-text citations must appear in the references section as references and all references must appear in the text as citations.