

## INSTRUCTIONS TO AUTHORS

### GENERAL FORMATTING

- Documents should be completed using MS Word (.doc) or Rich Text Format (.rtf)
- Page margins of the document (top, bottom, left, right) should be set at 1”
- All text should be 12 pt Times New Roman.
- Double space the entire document (**Except Abstract and Literature Cited**).
- Margins should be left justified with a ragged right edge.
- Indent first line of each paragraph 0.25 inches from the left margin. Do not use tabs or spaces; use the 'First Line Indent' feature of WORD.
- Consecutive paragraphs should not have empty lines between them.
- One blank line should be left before and after imbedded tables and figures.
- All pages should be numbered (Centered at the bottom of the page, in the footer).
- Do not use hard page or section breaks—use multiple blank lines to arrange pages if necessary.
- **Do not use footnotes or endnotes.**
- Do not place any text in the header.
- Using contractions (e.g. don't, won't, we're) in some disciplines is acceptable. If contractions are used, use them appropriately and do not overuse them!
- Do not begin a title, sentence, heading or subheading with an abbreviation.
- Write out the complete name of an acronym the first time it is used. The acronym may be used in text after the meaning has been defined.
- Disable any editorial “tracking” utilities.
- Reference style bibliographic format follows APA 6<sup>th</sup> edition.
- The main body of the document (excluding figure titles, table titles, and references cited) should not exceed 3000 words.

### PAPER STRUCTURE

- Cover Page (See Example)
  - Title Text Format is 14 Point Bold, Title Case, centered on the page.
  - Student Author(s) in 12 Point, Separate multiple authors with commas.
  - Faculty Mentors(s) in 12 Point, List Name(s), Department(s), and University
- First Page of Manuscript (See Example Below)
  - TITLE
  - Title should be descriptive of the study
  - The Title Text Format is 14 Point Bold, Title Case, centered on page.
- Abstract
  - The abstract heading should be 12 point, Times New Roman, bold, all caps, on a separate line.
  - The abstract must include sufficient information for readers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results, and the conclusions. An abstract is not an introduction; it

summarizes the important results of the work and is not merely a listing of topics that are discussed in the paper.

- No more than 300 words
- Single spaced, single paragraph
- 12 point Times New Roman
- No imbedded headings or references
- On a separate line at end of abstract, provide up to seven **keywords** that describe the research. All keywords should be in alphabetical order, separated by semicolons; proper pronouns should be capitalized.

## **BODY OF MANUSCRIPT (BEGINS ON PAGE 2, SEE EXAMPLE)**

- SECTION HEADINGS
  - LEVEL 1 – **MAIN SECTION HEADINGS**
    - The body of the manuscript should be divided into main sections. For a research study in the sciences, for example, these sections would be: Introduction, Methods, Results, Discussion, and Literature Cited.
    - These headings should be in 12 POINT BOLD, ALL CAPS.
    - Center the section headings with left and right margins on a separate line.
  - LEVEL 2 - **Subsection Headings**
    - Should be used when appropriate
    - These headings should be in 12 POINT BOLD, Title Case.
    - Align subheadings with left margin of first section paragraph.
    - Place a period “.” at the end of the heading followed by two spaces.
    - Use additional subheadings as appropriate.
  - LEVEL 3 – *Subsection, Subsection Headings*
    - Should be used when appropriate
    - These headings should be in 12 POINT, Italics, Title Case.
    - Level 3 subheadings should be inserted in the first line of the first appropriate paragraph but not indented. A period “.” should follow the heading.
    - Use additional subheadings as appropriate.
- FIGURES (see examples)
  - Figures (graphs, photographs, and diagrams) should be imported into your document file as tiff (preferred) or jpg files. They should be formatted at approximately 6” X 6” at 300 dpi.
  - Printed figure width will be approximately 3.5”, 5” or 7.5”, so please plan accordingly
  - Figures should be numbered sequentially as they are first referenced in the text.
  - References to each figure should be made from the body text, for example...directly related to an increase in concentration (Figure 1), or Figure 1 illustrates.....
  - Figures may be in color for the on-line version of the journal; however, a limited number of print versions of each issue will be in black and white. Make certain that figures will print clearly in a black and white format.

- Captions must NOT be embedded within the graphic itself. Figure captions should be placed BELOW the figure using 12 point Times New Roman. See examples below.
- EQUATIONS (see examples)
  - Equations are not normally numbered unless they are referenced later in the article.
  - Use the equation editor associated with MS Word or another similar program that will allow you to import the graphic into your document.
- TABLES (see examples)
  - Tables should include only a minimum number of horizontal lines.
  - Avoid the use of vertical lines in tables (especially data tables)
  - Table titles should PRECEDE the table.
  - Tables must be constructed to fit easily within the page margins. The published version of KJUR will be in a two column format. Tables should be designed to span 1 column (3.5”), 2 columns (7.5 “) or be placed in a landscape format. Please try and avoid using tables that require multiple pages.
  - Table text should be **Arial** font
- QUOTES
  - Quotes less than forty words should be put in quotation marks in text.
  - Any quote exceeding forty words should be indented in a free standing block of text without quotation marks.
- REPORTING STATISTICS
  - Chi Square ( $X^2_{(df=2)} = 5.34, P < 0.001$ )
  - T-test ( $T_{(df=12)} = 6.54, P < 0.01$ )
  - ANOVA ( $F_{(3,7)} = 9.85, P > 0.05$ )
  - Use similar appropriate notation for other statistical tests.
  - Use *P* for significance and *p* for probability.

## **CITING REFERENCES**

This section provides an overview and examples of the reference format used for KJUR. For details or more examples please consult APA Style Manual 6<sup>th</sup> edition.

### **In-text References**

Cite the name of the author and the publication year.

Single author (Smith, 2009)

Two authors (Smith & Jones, 2009)

Three or more authors (Smith et al., 2009)

Two or more citations relating to a single statement (Jones, 2008; Smith, 2009)

When referring to an author specifically, follow this format

Smith (2009) reported.....

An alternative explanation has been provided by Smith and Jones (2009).

## Literature Cited Section

Hanging indents (0.25") should be used with all citations exceeding 1 line. References are ordered alphabetically.

### Book examples

Author, A.A. Date. *Title of Book*. Publisher, Location.

#### Single authors:

Carlquist, S. J. 1974. *Island Biology*. Columbia University Press, New York.

#### Two authors:

Gibbs, J.T., and L.N. Huang. 1991. *Children of color: Psychological interventions with minority youth*. Jossey-Bass, San Francisco.

#### Three or more authors:

Smith, S.E., M.L. McClelland, and B.M. Jones. 1965. *The meaning of life*. Mc Mahon, New York.

### Chapters in an Anthology examples

Author, A.A. Date. Title of Chapter. In Name of Editors (Ed.), *Title of the book*, page numbers. Publisher, Location.

Eliot, T. S. (2001). Tradition and the individual talent. In V. B. Leitch (Ed.), *The Norton anthology of theory and criticism* (pp. 1092-1097). W. W. Norton, New York, N.Y.

### Journal article examples

Author, A.A. Date. Title of Article. *Name of Journal* Volume (Issue): Page Numbers.

#### Single author:

Curtis, D. 2002. The power of projects. *Educational Leadership* 60 (1): 50-53.

#### Two authors:

Barrie, J.M., and D.E. Presti. 1996. The world wide web as an instructional tool. *Science* 293 (5286): 371-372.

#### Three or more authors:

Grosser, D.L., V.M. Roth, L.F. Gafney, J.P. Kampmeier, V.K. Strozak, P.R. Varma-Nelson, S.N. Radel, and M.M. Weiner. 1996. Workshop chemistry: Overcoming the barriers to student success. *The Chemical Educator* 1 (1): 1-17.

### **Newspaper article example**

Author, A.A. Date, including Month and Day. Title of Article. Title of Newspaper, page numbers. (NOTE: When an article appears on multiple pages, identify the page range (e.g. 4-6). When an article appears on discontinuous pages, separate the page numbers with a comma (e.g. 4, 6).)

#### Multiple Pages:

Brown, P. L. 1999, September 5. Tiffany glass and other tales from the crypt. *New York Times*, 1-3.

#### Discontinuous Pages:

Brown, P. L. 1999, September 5. Tiffany glass and other tales from the crypt. *New York Times*, 1, 5.

### **Magazine articles**

Author, A.A. Date including month, if monthly and day, if weekly. Title of Article. Title of Magazine, volume, page numbers.

#### Single author:

James, E.R. 1999, September 10. Out of Wal-Mart's shadow. *Progressive Grocer*, 21, 89-92.

#### Two authors:

Brown, J.C. and N.L. Boston. 1987, June 23. Living with Alzheimer's. *Time*, 20, 17-19.

#### Three or more authors:

Franklin, G.K., H.L. Smith, and B.M. Barnes. The economic effect of corn. *Agriculture Daily*, 15, 8-10.

### **Electronic source examples**

Author, A.A. Date. *Title of Electronic Source*. Retrieved Month day, year, from complete URL address.

#### Website with an author and date:

Stout, D.L. 2005. *Facts about Trees*. Retrieved April 6, 2006, from <http://www.savatree.com/tree-facts.html>

#### Website without an author and date:

*Anxiety disorders*. n.d. Retrieved August 8, 2000, from  
<http://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>