Full Title of Paper (in Title Case: Important Words Capitalized; see APA Manual Sixth Edition)

# Abstract

See Author Submission Guidelines for details about each section.

## Keywords

Keyword, keyword, keyword

(3 to 10 keywords with only first word and proper nouns capitalized; terms separated using commas with no period at the end)

# Glossary (optional)

# Authors

List all authors by first and last name, with a new paragraph for each author. Provide contact information for the corresponding author.

# Acknowledgements

# Introduction

See below for subheading and text style.

# Methods

# Relationship (if applicable)

# Results

## Limitations

# Discussion

# Conclusion/s

# References

See the section on References in the Author Submission Guidelines and APA 6 for specific guidance on style for references and in-text citations. References should be single spaced and separated by line spaces.

# Appendices (optional)

# FORMATTING GUIDELINES

# Heading Level 1 (Centred, Bold, Title Case)

Text starts indented on next line.

Headings and subheadings should use the appropriate Microsoft Word stylesheets (i.e., Heading 1, Heading 2, Heading 3).

## Heading Level 2 (Flush Left, Bold, Title Case)

Text starts indented on next line.

### Heading level 3 (indented, bold, sentence case: 1st word capped). Heading ends with period and text starts right after, like this.

***Heading level 4 (indented, bold, italic, sentence case).*** Heading ends with period and text starts right after.

**Body text** should be single-spaced, left-aligned, 12-point Times New Roman (Microsoft Word stylesheet = Normal) on 8.5 by 11 inch (21.6 x 27.9 cm) pages with 1 inch (2.5 cm) margins on all sides.

**Page numbering**: bottom right corner starting with the front page.

Use **one space** after a period.

**Indents**: Do tab the beginning of each paragraph. Paragraphs should not be separated by line spaces.

**Block quotations** should use the Normal Indent stylesheet (Microsoft Word stylesheet = Normal Indent), as applied here. See APA 6 for guidelines re in-text citations for block quotations.

# Tables and Figures

Tables and figures should be numbered consecutively in the text, appearing within the text as they are cited. Refer to tables and figures as “Table 1” or “Figure 1,” whether the callout appears in running text or in parentheses (not abbreviated Fig. 1).

Tables should be single spaced with no blank columns between data columns. Table captions appear outside and directly *above* the table, as follows:

Table 1

*An Example of a Table (Note the “Table 1” on a Separate Line; Capitalizing and Italics for Rest of Table Title)*

|  |  |  |
| --- | --- | --- |
| **Column One** | **Column Two** | **Column Three** |
| Row Heading | Data to be inserted here | Data to be inserted here |

Figures containing text should conform to the Times New Roman 12-point font, and all figures should be centred on the line. Figure captions appear outside and directly *below* the figure, as follows:

Data located within figure

*Figure 1.* An example of a figure. Note the italicized *Figure 1* with the rest of caption immediately following in regular type, capitalized like a sentence.