



Manuscript guidelines for AmHighEd conference Submissions

Please follow these instructions carefully and proof your manuscript before final submission. All articles must be submitted electronically using the link available at <http://www.amhighed.com/williamsburg2010/submission.htm>. We recommend that you print samples of your paper to verify the correct margin settings. Papers that deviate from these instructions may not be reviewed and will be returned to the author(s).

The first page should contain:

- **Manuscript title;** The title of your paper should be in bold type, all caps, single-spaced, and centered across the top of the page with at least a one and one-half inch margin on the left and right;
- The author(s), affiliation(s), complete address (es), email address (es), and telephone number(s) should be single-spaced and centered on the second line below the title. Do not use titles such as Dr., Professor, etc.

The second page should start with the manuscript title, abstract and keywords. The body of the paper will follow. Do not write the authors name on any place except the first page. No headers or footers that contain the authors name are acceptable.

- **Originality:** All submissions must be entirely original and may not be under concurrent consideration or accepted for publication elsewhere
- **Length:** The maximum length for manuscripts is 20 pages in a one-column format with left justification and should include a 150-word abstract. (20 pages include all the figures, tables, references, appendices etc)
- **Format:** Manuscripts should be 1.5-spaced with one inch and half margin on the left, and one inch margin on right, bottom, and up typed in a 11-point font, Calibri, in Microsoft Word, using only standard symbols and abbreviations in the text and illustrations.
- **Keywords:** You may include up to five **keywords** below your abstract
- **Paragraphs:** No indentation for new paragraphs; New paragraphs are to be separated by a single space.
- **Style:** Style should follow American Psychological Association (APA) guidelines for formatting the manuscript, especially **headings and referencing** (An abridged version of APA Guidelines is available at journal site). Do not use word Bibliography for your references. Use References.
- **Section Separations:** The word 'abstract' is to be bold and in all caps; the rest of the sections (i.e., introduction, literature review, methodology, etc) are to be bold with first letter capitalized only; do not number sections. All should be left justified.
- **Figures and tables:** should be placed as close as possible to where they are cited. First-level headings state the table or figure number and may be followed by second-level subheadings. All figures and tables are to be done in a professional manner
- **Footnotes:** The use of footnotes is seriously discouraged.



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- **Equations:** All equations should be placed on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned against the right margin.

$$P_1 = f(Y_1) \quad (1)$$

- **Appendices:** should immediately follow the body of the paper (using the first-level heading "APPENDIX") and precede the references. If there is more than one appendix, number each one consecutively.
- **Language:** Your file may contain traditional English or Greek characters. It should NOT contain any other language characters
- **Copyright:** Do NOT submit anything to the Journals for which is already copyrighted and which we would be thus violating copyright restrictions. Authors assume full responsibility for what is submitted.
- **Header and footer:** The use of header and footer are seriously discouraged.
- **Page numbers:** Please do not insert page numbers.

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