



## *Manuscript Guidelines and Editorial Comments*

### **American Institute of Higher Education Manuscript Submission Guidelines for AmHighEd Conferences and Proceedings**

Please follow these instructions carefully and proof your manuscript before submission. All articles must be submitted electronically through our website. We recommend that you print samples of your paper to verify the correct margin settings. Papers that deviate from these instructions may be returned to the author(s).

#### **Full Manuscript Submissions**

- **Length:** The maximum length for manuscripts is 6000 words in a one-column format, justified, and should include a 250-word maximum abstract (6000 words include abstract, key words, all figures, tables, references, appendices etc.) followed by a maximum of 6 key words.
- **Title Page includes the Manuscript Title, Names and Affiliations:** The title of your paper should be 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.
- **Anonymous main paper:** starts with the manuscript title, followed by an abstract of a maximum of 250 words. Abstract **MUST** include **purpose, design/methodology/approach, findings, and originality/value** of the manuscript. You **MUST** include up to 6 keywords below your abstract
- **Format:** Manuscripts should be 1.15 lines spaced with a one-and-a-half-inch margin on the left and one-inch margin on the right, bottom, and top, typed in an 11-point font, Calibri, in Microsoft Word, using only standard symbols and abbreviations in the text and illustrations.
- **Paragraphs:** New paragraphs are to be separated by a single space, not indentations.
- **Style:** Style should follow the American Psychological Association (APA) guidelines, especially **headings and referencing**. Do not use the word "**Bibliography**" for your references. Use **References**. Do not use the header with running title.
- **Section Separations (headings):** 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 only the first letter capitalized; do not number sections. All section headings should be left justified. Headings must be short.
- **Figures and tables:** 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. Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator and Freehand should be saved in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into a MS Word document by choosing "Insert" from the menu bar, "Picture" from the drop-down menu and selecting "From File..." to select the graphic to be imported. For figures which cannot be supplied in MS Word, acceptable standard image formats are:



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**.pdf, .ai, .wmf and .eps.** If you are unable to supply graphics in these formats then please ensure they are **.tif, .jpeg (.jpg), or .bmp** at a resolution of at least 300dpi and at least 10cm wide.

To prepare screenshots, simultaneously press the "Alt" and "Print screen" keys on the keyboard, open a blank Microsoft Word document and simultaneously press "Ctrl" and "V" to paste the image. (Capture all the contents/windows on the computer screen to paste into MS Word, by simultaneously pressing "Ctrl" and "Print screen".)

Photographic images (**Plates**) should be saved as **.tif** or **.jpeg (.jpg)** files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest possible resolution/quality.

- **Footnotes and Endnotes:** The use of footnotes and endnotes is greatly discouraged.
- **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:** 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 that is already copyrighted – this is a violation of copyright restrictions. Authors assume full responsibility for what is submitted. Authors submitting articles for publication warrant that the work is not an infringement of any existing copyright and will indemnify the publisher against any breach of such warranty.
- **Header and footer:** The use of header and footer is greatly discouraged
- **Page numbers:** should be included in bottom center of the page

### **Abstract Submissions**

The length for Research Abstracts submissions is at least 500 words.

### **Notes on the Proceedings**

The authors will receive e-mail notification of acceptance (or rejection) within 10 days of submission. The conference registration fee includes the publication of up to 6000 words in the proceedings. Papers exceeding 6000 words will cost an additional \$30 or be truncated to 6000 words. In order to include the paper in the proceedings, the conference registration fee must be received by *February 7, 2012*.