Guidelines for Preparing a Manuscript to Submit to AJBR


Another useful online aid to APA style can be found at Purdue University’s OWL Website: [http://owl.english.purdue.edu/handouts/research/r_apa.html](http://owl.english.purdue.edu/handouts/research/r_apa.html). Through Google or other search engines, authors with online access can find many other sites that provide reliable assistance with common APA style questions. Following, however, are some of the basic points to observe in submitting a paper:

**Format basics**

- Double-space the text.
- Set one-inch margins at the top, bottom, and both sides.
- Do not justify the text (i.e., do not make the right margin even).
- Leave the right margin ragged.
- Preferred typeface: 12-point Times Roman or Times New Roman.

**Order of manuscript pages:**

- Page 1: Title page
- Page 2: Abstract
- Page 3: Main text begins
- References: Start on a separate page, not on same page as the main text
- Appendixes (if any): Start each on a separate page
- Tables (if any): Start each on a separate page
- Figures (if any): Place each on a separate page
- Number pages consecutively, from page 1 (the title page) through the end of the paper.

- Paragraph indentation: Indent the first line of every paragraph

**Headings:** Use up to five levels of headings.

**Spacing and punctuation:**

Spacing once after all the following punctuation marks: commas, colons, semicolons; after punctuation marks at the ends of sentences; after periods that separate parts of a reference citation; and after the periods of the initials in personal names (e.g., A. B. Jones).

**Use parenthetical citations, not footnotes:**

Avoid footnotes as much as possible. References to sources should be in parenthetical form within the main text, and must relate to entries in the reference list. A text reference to the 1984 article by Amory in the reference list below would look like this: “…as research has shown (Amory, 1984), most schools offer such programs.” A text reference to the Benson, Browne and Jackson article listed below would look like this: “…in one famous study, the opposite was indicated (Benson, Browne, & Jackson, 1990).”