

Instructions to authors:

The paper should be in MS Word format, between 3000 and 10,000 words. It should follow the format described in the sections below:

Text:

All text should be single spaced.

Font should be Times News Roman, and specific areas of the text follow these guidelines

1. Title of paper, centered, Small Caps, 16 pts
2. Subheadings should be centered, Bold, 12 pts
3. Name of author, 12 pts flush right
4. Main body of text, 10 pts, except for footnotes and indented quotations, which should be 9 pts) (Please see instructions on Paper size and margins below)
5. Justification should be full, with each paragraph first line indented 0.5"
6. Works Cited. Should follow MLA style (please see instructions below).
7. Keywords for index (no page numbers necessary), alphabetized.

Paper size and margins:

Paper Size should be A5 (6" x 9")

Margins: Top 1", Bottom 1.15", Inside 0.75", Outside 0.75", Gutter 0.3". Orientation should be Portrait, and Multiple Pages setting should be set on Mirror Margins. In the "Paper" tab of the Page Setup menu, please select Section Start: Odd Pages, Header and Footer should be set at 0.5"

Quotations:

Indent quoted texts of more than 3 lines or other by 0.5" from both sides, and leave one line spaces between the top line and main text as well as between the bottom line and main text; and use 9 pts for all such text.

Parenthetical References:

In-text citation must be followed and point directly to a reference in Works Cited.

If the author's name is mentioned in the paragraph:

Smith has raised this issue. (7).

If the author's name is not mentioned in the paragraph:

This issue has been raised (Smith 7).

If your paper refers to more than one work by an individual author, include an abbreviated form of the title of the work (do NOT use the year) in addition to the author's name and relevant page number(s). Separate the author's name and the title with a comma:

*This issue has been raised (Smith, *National* 7).*

Works Cited:

Works Cited does not begin on a new page. The letters saying **Works Cited** should be 12 pts, Bold, centered, and NOT underlined. The Works Cited list should be alphabetical, MLA Format:

*Doe, John. *Book Title*. City: Publisher, Year.*

Doe, John. "Article Title," *Journal Title* 41.3 (1999): 2–14.
Doe, Jane. "Chapter Title." *Collection Title*. Ed. Tom Jones.
City: Publisher, Year. 3–24.
Smith, Tim. "Poe and Melancholia." Arcadia University. 2 Oct 2005. <<http://www.arcadia.edu/campusorg/psiphi/423/ep/503r.html>>.

If there are two or more entries by the same author, after the first listing of the author's name, use three hyphens and a period instead of the author's name. Then list books alphabetically by title (and not by year).

Footnotes should be kept to a minimum and used only for longer comments, not for citation. Arabic numerals should be used, text should be justified, and font size should be 9 pts.

Dashes (known as EM dashes)—like those that set off this phrase—should be typed as two hyphens with NO space on either side. For compound words formed by more than one word on either side of the hyphen, use hyphens (EN dashes) by typing a single hyphen with NO space on either side.

No page numbers, dates, or text in Header and Footer areas.

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