



## Formatting Guidelines

### General Rules:

- Manuscripts must be arranged in the following order: abstract, keywords, main text, references, where applicable (See example of manuscript at the end).
- Do not include a title page
- Your name should not appear anywhere on the manuscript
- Text should be justified (with the exception of poems creative fiction etc. – format how you want it to be presented)

### Abstract:

- All text must be single-spaced, justified, Times New Roman, in 12-point font and with 1- inch margins.
- The paragraph should not be indented
- Keywords should not be indented and **Keywords:** should be written in bold
- Place a line between abstract and main body of submission (See example at the end)

### Main Text:

- All text must be double-spaced, justified, Times New Roman, in 12-point font and with 1- inch margins.
- Include page number at bottom right-hand side (the page with the abstract should be page number 1).

### Emphasized Text:

- Use *italics* to indicate text you wish to emphasize rather than underlining it. The use of color text is discouraged.

### Paragraph:

- Indent new paragraph 0.5” from the left.
- Do not skip lines between paragraphs.

### Headings:

- Headings should not be indented      You may only use up to two levels of heading: □ Level 1 should be aligned left and bold.
- Level 2 should be aligned left and italic

**Figures:**

- All figures, tables, and images, footnotes must be placed in the document as you want them to appear.
- Each image must be carefully labeled by a figure number and title as outlined in the APA latest edition.
- Figures (not tables) will only be accepted in .jpg formats.
- The font used for figures must be Times New Roman, size 9-12. The figure background must be white (not transparent).
- All figures must have a vertical orientation and be no more than 1,000 pixels wide or 72 pixels per inch tall. In addition, the resolution must be set at 72ppi.
- Indent figures 0.5" from the left. Figure/photo title will go below the figure/photo: 10 pt. font, single-spaced, indented 0.5" from the left. Table title will come at the top of the table following the same styling.
- Figure/photo notes and source information will go below the figure title: 10 pt. font, italics, and single-spaced, indented 0.5" from the left. Table notes and source information will go below the table following the same styling.

**Footnotes:**

- Use footnotes not endnotes
- Foot notes should be Times New Roman 10 point.
- Place footnotes after punctuation, i.e., after commas or after periods and closing quotations marks.
- Excessively long footnotes are probably better handled in an appendix.
- In the body, do not put a space between punctuation and the footnote.

**Abbreviations:**

- Do not use abbreviations at the beginnings of sentences. Spell out names at the first instances in the text, notes, tables, and figures and put the abbreviation in parentheses immediately after the first use. Thereafter, you may use the abbreviation. If it has been many pages since the last time you used the abbreviation and it is one the reader is likely to forget, you may want to write out the words again to remind the reader.
- Do not use abbreviations in headings or article titles.

**Paraphrasing vs. Quoting**

- When quoting sources, choose carefully what you quote. As a general rule, quote authors when the reader really has to see the precise wording used. Otherwise, paraphrase
- When you quote a source, avoid using many short quotes within a single sentence. This can be distracting for the reader. Instead, either paraphrase part of what the author is saying or connect the phrases with dots.

## Equations

- Equations should be numbered sequentially
- Equation numbers should appear to the left of each equation.

## Citation:

- It is recommended that submissions in this category follow the APA latest edition guidelines for citing in-text.
- Follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

When there are two authors, use both last names. For instance,  
"Jones and Brown (1996) claim . . ."

If there are three or more authors - list all the authors in the signal phrase or in parentheses the first time you cite the source. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.

"Adam, Cornell, Barley, and Harlow (1994)....."

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses. Note: In et al., et should not be followed by a period. "Adam et al., (1994)....."

## Reference:

- It is recommended that submissions in this category follow the APA latest edition guidelines
- Reference list should be arranged alphabetically by author, then date, and placed at the end of the body of the paper.
- Label the heading **References** (bold) -not Works Cited or Bibliography
- All lines after the first line of reference entry should be indented 0.5" from the left margin. This is called hanging indentation
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.



An easy way to reference work in the APA style is to:

1. Go to google scholar, search for the article used
2. Click on the *Cite* link
3. Select the APA citation style.
4. Copy the APA citation and paste in your document
5. Create a hanging indent (0.5" from the left margin) and double-spaced, justified, Times New Roman, in 12-point font.

Google Scholar search results for "bootstrap methods for standard errors". The search bar shows the query and a magnifying glass icon. Below the search bar, it says "Articles About 325,000 results (0.04 sec)".

On the left side, there are filters for "Any time" (with sub-options: Since 2018, Since 2017, Since 2014, Custom range...), "Sort by relevance", "Sort by date", and checkboxes for "include patents" and "include citations".

The main results area shows two entries:

- The first entry is "[PDF] Bootstrap methods for standard errors, confidence intervals, and other measures of statistical accuracy" by B Efron, R Tibshirani - Statistical science, 1986 - JSTOR. It includes a star icon, a citation count of 5219, and links for "Related articles" and "All 8 versions". A callout bubble labeled "Grab citation" points to the "Cite" link.
- The second entry is "Bootstrap methods: another look at the jackknife" by B Efron - Breakthroughs in statistics, 1992 - Springer. It includes a star icon, a citation count of 16216, and links for "Related articles", "All 8 versions", and "Web of Science: 7025".

The "Cite" dialog box is open, showing citation options for the selected article. The title of the article is "Bootstrap meth..." and the author is "B Efron - Breakthroug...".

The dialog box has a close button (X) and a title "Cite". It displays three citation styles:

- MLA: Efron, Bradley, and Robert Tibshirani. "Bootstrap methods for standard errors, confidence intervals, and other measures of statistical accuracy." *Statistical science* (1986): 54-75.
- APA: Efron, B., & Tibshirani, R. (1986). Bootstrap methods for standard errors, confidence intervals, and other measures of statistical accuracy. *Statistical science*, 54-75. This citation is highlighted with a blue box.
- Chicago: Efron, Bradley, and Robert Tibshirani. "Bootstrap methods for standard errors, confidence intervals, and other measures of statistical accuracy." *Statistical science* (1986): 54-75.

## Example of Manuscript

### **Abstract:**

Just an example of what an abstract should look like for publication in Alpenglow. Just an example of what an abstract should look like for publication in Alpenglow. Just an example of what an abstract should look like for publication in Alpenglow

**Keywords:** publication, Alpenglow, abstract

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### **Introduction**

Just an example of what an abstract should look like for publication in Alpenglow. Just an example of what an abstract should look like for publication in Alpenglow, Other (2011). Just an example of what an abstract should look like for publication in Alpenglow.<sup>1</sup>

Just an example of what an abstract should look like for publication in Alpenglow. Just an example of what an abstract should look like for publication in Alpenglow. Just an example of what an abstract should look like for publication in Alpenglow.

### *Publishing*

Just an example of what an abstract should look like for publication in Alpenglow. Just an example of what an abstract should look like for publication in Alpenglow. Just an example of what an abstract should look like for publication in Alpenglow.

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<sup>1</sup> Do not put a space between punctuation and the footnote

**References**

K. Other (2011). How to get published. *Alpenglow*, 13(2), 93-110.