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Manuscript preparation

General guidelines

- Papers are accepted only in English. British English spelling and punctuation is preferred.
- Manuscripts should be compiled in the following order: title page; abstract; keywords; main text; acknowledgments; appendixes (as appropriate); references; table(s) with caption(s) (on individual pages); figures, figure caption(s) (as a list).
- Abstracts of 200 words are required for all papers submitted.
- Each paper should have five to eight keywords.
- Section headings should be concise.
- All the authors of a paper should include their full names, affiliations, postal addresses, telephone and fax numbers and email addresses on the cover page of the manuscript. One author should be identified as the Corresponding Author.
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- Authors must adhere to SI units. Units are not italicised.
- When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

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Abstracts and Organization

Each article should be prefaced by a brief (about 200 words) abstract. Text should be organized clearly and headings and subheadings should be indicated. All mathematical symbols and Greek letters must be identified clearly. Subscripts and superscripts should be set off clearly and a zero should precede all decimal points. Principal equations should be displayed on separate lines and the following sequence of parentheses should be used :)}]. Equation numbers should be given in parentheses at the right-hand margin.

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Tables may be embedded in the text document, but should be included at the end. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included.

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Example: Researchers have indicated that more is expected of students in higher education (Hudson, 2001) and secondary education (Taylor & Hornung, 2002).

One author

Issac (2001) indicated in his research.

In a recent study, research indicates (Isaac, 2001)

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Specific parts of a source

(Yount & Molitor, 1982, p. 19)

(Cooper, 1983, chap. 4)

Works with no author

("New Student Center," 2002)

References

Journal Article, One Author

Simon, A. (2000), 'Perceptual comparisons through the mind's eye', *Memory & Cognition*, 23, pp. 635-647.

Journal Article, Two Authors

Becker, M. B., and Rozek, S. J. (1995), 'Welcome to the energy crisis', *Journal of Social Issues*, 32, pp. 230-343.

Magazine Article, one author

Garner, H. J. (1997, July), 'Do babies have a universal song?' *Psychology Today*, 102, pp. 70-77.

Newspaper Article, No Author

'Study finds free care used more' (1982, April 3), *Wall Street Journal*, pp. A1, A25.

Book, Two Authors

Strunk, W., & White, E. B. (1979), *The elements of style* (3rd ed.), New York: Macmillan.

Edited Book

Letheridge, S., & Cannon, C. R. (Eds.), (1980), *Bilingual education*. New York: Praeger.

Article or Chapter in an Edited Book, Two Editors

Sheets, B. (2006), 'The cost of lingering arm injuries', in B. Selig, & W. Selig (Eds.), *A compilation of long stories* (pp. 211-234). Milwaukee, WI: MB Press.

Report from a Private Organization

Kimberly-Clark. (2002), *Kimberly-Clark (Annual Report)*. Dallas, TX: Author.

Brochure

Minnesota Coconut Growers Association. (2008), *Growing coconuts for fun and profit* [Brochure]. Crookston, MN: Author.

Dissertation

Olsen, G. W. (1985), Campus child care within the public supported post-secondary educational institutions in the state of Wisconsin (dare care), *Ph. D. thesis*, University of Wisconsin-Madison, 1985, *Dissertations Abstracts International*, 47/03, 783.

Videotape

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979), *Deeper into hypnosis*. (Motion picture), Englewood Cliffs, NJ: Prentice Hall.

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Electronic Formats

Web Page

Midwest League. (2003). *Pitching, individual records*. Retrieved October 1, 2003, from <http://www.midwestleague.com/indivpitching.html>

Chapter or Section in an Internet Document

Thompson, G. (2003). Youth coach handbook. in *Joe soccer*. Retrieved September 17, 2004, from <http://www.joesoccer.com/menu.html>

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