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CCR Style Guide for Submitted Manuscripts

Begin the document with title, author's name, author's position (e.g. professor, lecturer, graduate student, independent scholar), author's academic department and affiliation, if any, and the article's abstract (maximum 200 words). Do not include page numbers, headers, or footers. These will be added by the editors. Do not utilize automatic formatting for indents, space following subheads and paragraphs, etc.

Write your article in English. Submit your manuscript, including tables, figures, appendices, etc., as a single Microsoft Word or PDF file. Page size should be 8.5 x 11 inches. All margins (left, right, top and bottom) should be 1-inch, including your tables and figures. Single space your text. Use a single column layout with both left and right margins justified. Main body text font: 12 pt. Times New Roman. If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript. Maximum length of article is 20 pages including endnotes, bibliography, etc.

Do not indent paragraphs. A line space should follow each paragraph. Subheads are in bold, flush left, separated by a line space above and below. Long quotations should be placed in a separate paragraph with a .5-inch hanging indent, no quotation marks, and preceded and followed by one-line spaces.

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The subhead References (denoting Bibliography, Works Cited, etc.) should appear right after the end of the document, beginning on the last page if possible. They should be flush left, ragged right. Use the format with which you are most comfortable, such as APA (American Psychological Association), MLA (Modern Language Association), Chicago/Turabian.