CCR Style Guide for Submitted Manuscripts

Submit only ONE COMPLETE document — i.e., no attachments and no subsequent submissions, instructions, or corrections. Send your paper to Managing Editor Peter Hecht (peter.hecht@iscsc.org).

If you belatedly discover an egregious error or omission in your submission, email Editor-in Chief Joseph Drew (joseph.drew@iscsc.org) and Managing Editor Peter Hecht (peter.hecht@iscsc.org). We will attempt to address your concerns, provided our printing schedule permits intervention.

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 (with city and state location or equivalent), and the author's email address. All this information must be included.

All manuscripts must include an abstract containing a maximum of 150 words. Please supply up to five keywords. The word *Keywords* should be italicized and followed by a colon; the words themselves should be separated by a comma and should not be italicized; no period at the end of the list. This paragraph should be placed at the end of the abstract, preceded and followed by a line space.

Do NOT include page numbers, headers, or footers. These will be added by the editors. Do NOT utilize automatic formatting for paragraph indents or for space following subheads and paragraphs.

Write your article in English. Submit your manuscript, including tables, figures and appendices, as a single Microsoft Word 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 should be 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.

Except for common non-standard English terminology, the use of non-standard English terms should be avoided. Authors should use proper, standard English grammar. Suggested guides include *The Elements of Style* by William Strunk, Jr. and E. B. White, and *The Chicago Manual of Style*, University of Chicago Press.

Underlining in the text is discouraged. Whenever possible use italics to indicate text that you wish to emphasize. Use italics for book titles, movie titles, etc., and for foreign terms. Using colored text is prohibited. However, we encourage authors to take advantage of the ability to use color in the production of figures, maps, etc. To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1-inch margins on all sides, in both portrait and landscape view.

Footnotes, when used, should appear at the bottom of the page on which they are referenced. Footnotes should be in 10 pt. Times New Roman, single spaced, and flush left, ragged right. There should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation. Exceedingly long footnotes are probably better handled as an endnote.

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), or Chicago/Turabian.