



## ***Interdisciplinary Journal of Best Practices in Global Development*** **Final Manuscript Preparation Guidelines**

This document provides details on typesetting and layout requirements pertaining to final manuscript submission to *Interdisciplinary Journal of Best Practices in Global Development*.

### **Formatting Requirements**

- Please include a title page and abstract.
- Please include page numbers, headers, and footers.
- Submit your manuscript, including tables, figures, appendices, etc., 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.
- Indents are ½ inch.
- All text should be double-spaced.
- Abstract should be justified to both left and right margins
- Main body text should be aligned to the left margin
- Font: 12 pt. Times New Roman or another sans serif font.
- If figures are included, use high-resolution figures; figure labels are to be Arial or another sans serif font.
- When possible, there should be no pages where more than a quarter of the page is empty space.
- Headings can be bolded, but left the same size font as the rest of the manuscript; hierarchy is as follows:
  1. Centered
  2. Left-Aligned
  3. Left-Aligned and indented
- ‘References’ heading should not be bolded
- *Please copyedit your manuscript.*

### **Additional Recommendations**

#### **Indenting, Line Spacing, and Justification**

**Indent all paragraphs.** (All indents are ½ inch.)

Don't "widow" or "orphan" text (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).

All text should be **left-justified** (i.e., flush with the left margin—except where indented).

## **Language & Grammar**

All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Authors should use proper, standard English grammar. The *Elements of Style* by William Strunk, Jr. and E. B. White (now in its fourth edition) is the "standard" guide.

## **Article Length**

Because this journal publishes electronically, page limits are not as relevant as they are in the world of print publications. We are happy, therefore, to let authors take advantage of this greater "bandwidth" to include material that they might otherwise have to cut to get into a print journal. This being said, authors should exercise some discretion with respect to length, with manuscripts not exceeding 5,000 words excluding references.

## **Colored text**

Set the **font color to black** for the majority of the text. We encourage authors to take advantage of the ability to use color in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

Please ensure that there are no colored mark-ups or comments in the final version, unless they are meant to be part of the final text. (You may need to "accept all changes" in track changes or set your document to "normal" in final markup.)

## **Emphasized text**

Please use *italics* & **bold** to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

## **Font faces**

Except where special symbols are needed, please use Times New Roman font. For labeling figures, please use Arial font. If you desire a second font, for instance for headings, use a sans serif font (e.g., Arial or Computer Modern Sans Serif).

## **Font size**

All text in the manuscript should be set in 12pt font size.

## Foreign terms

Whenever possible, foreign terms should be set in *italics* rather than underlined.

## Headings

**Headings** (e.g., start of sections) should be distinguished from the main body text by their placement and by **bolding** them. Use the same font face for all headings and indicate the hierarchy by placement (1. Centered; 2. Left-Aligned; Left-Aligned and indented). Spacing above and below the headings should not differ from the rest of the manuscript spacing.

## Main text

The font for the **main body** of text must be black and in Times New Roman.

## Titles

Whenever possible, **titles of books, movies, etc.**, should be set in *italics* rather than underlined.

## Tables and Figures

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" margins on all sides (top, bottom, left and right) in both portrait and landscape view.

## Mathematics

**Roman letters** used in mathematical expressions as variables should be *italicized*. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text. If Roman numerals are part of an established terminology, do not change to Arabic numerals. Use Arabic, not Roman, numerals for routine seriation.

**Short mathematical expressions** should be placed in the line of text and should not project above or below the line. To present fractions in the line of text, use a slanted line (/) and appropriate parentheses, brackets, and braces to avoid ambiguity. **Longer expressions** should appear as display math (on their own line)

**Symbols and notation** in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but it will also help insure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document under PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.

# References

It is the author's obligation to provide complete references with the necessary information. After the last sentence of your submission, please insert a page break and begin your references on the next page. References should appear right after the end of the document.

## Basic Rules

The first line of each reference should be left-justified with all subsequent lines having a ½ inch “hanging” indentation. Please include the title, “References” formatted in accordance with APA style guidelines at the top of the page.

Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work. Reference list entries should be alphabetized by the last name of the first author of each work.

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 and capitalize all major words in journal titles.

When referring to books, chapters, articles, or web pages, 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. Do not capitalize the first letter of the second word in a hyphenated compound word.

Italicize titles of longer works such as books and journals. But do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

## Basic Form

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized. If a DOI has been assigned to the article that you are using, you should include this after the page numbers for the article. If no DOI has been assigned and you are accessing the periodical online, use the URL of the website from which you are retrieving the periodical.

## Examples

### Journal:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. DOI or Retrieved from: <http://dx.doi.org/xx.xxx/yyyy>

### Books:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

**Note:** For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY) for publishers from the United States. For publishers outside the United States, list the city and country for the publisher.

### Chapters in collections or anthologies:

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

**Online Encyclopedias and Dictionaries:** Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Feminism. (n.d.). In *Encyclopædia Britannica online*. Retrieved from <http://www.britannica.com/EBchecked/topic/724633/feminism>

**Nonperiodical Web Document:** List as much of the following information as possible (you may sometimes have to hunt around to find the information).

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from <http://Web address>

### Final Note:

*This document is not meant to be a complete style guide for APA formatting, just a helpful resource for final manuscript configuration. For full APA style guidelines, please refer to current APA style guidelines. APA resources can be found at: <https://owl.english.purdue.edu/owl/> or <http://www.apastyle.org/>*