Article title with initial capital only: Subtitle same, in 20pt Garamond

First Author Name in 12pt Arial

*First Author Institutional Affiliation in italics*

Second Author Name

Second Author Institutional Affiliation

Abstract should be in 10pt Arial, double justified. Indent abstract by .5” on left, but not on right. Note also that Page Setup should use a 8.5” x 11” document, and Format/Document should set top and bottom margins at 1” and right and left margins at 1.5”. After the abstract, include one blank 10pt space and then comma-separated keywords in italic 10pt Arial.

*Keywords: first keyword, second, aim for about five*

Following three empty lines in 12pt Arial, begin the text. Please avoid using a section heading at the start of the paper. Exceptions can be made. Left-justify; leave a ragged right margin.

Leave one blank line between paragraphs. Do not tab-indent. Single-space and do not include pts of space either before or after paragraphs, just a manually-entered blank line. This formatting, along with the sans serif font, makes the text more readable for low-vision readers and readers with print disabilities.

This template has been created with defined styles, for easy use. You may cut and paste your article into this document and then use Word’s styles function to easily define parts of your text as “Title,” “Abstract,” “Keywords,” “Normal,” “Heading 1,” “Heading 2,” “Image caption,” and “references.”

# Section heading in 16pt bold Garamond with initial capital only

Place two empty 12pt spaces before the section heading and one empty 12pt space after.

Do not include headers or footers. Page numbers should be placed at the bottom inside of the page. (The publishing system will automatically include a cover page in the generated PDF, so setting page numbers to “inside” will actually make them appear in the outside corner of a double-sided printout of the final generated PDF.)

## Subsection headings, if used

For subsection headings, if used, place one empty 12pt space before the subsection heading, but none after. For the subsection heading itself, use 16pt italic Garamond with initial capital only.

Either US English or UK English is acceptable, so long as use is consistent throughout. Use italics for non-English terms. Please use only a single space after a period, and please use the Oxford comma.

Before submission, make sure that you’ve resolved all edits and comments, and that the text color is black throughout.

Block quotes should be formatted in the same way as the Abstract: 10pt Arial, indented by .5” on the left only, and double-justified. Use this format for any quote that is longer than three full lines when formatted according to these instructions

Please use footnotes only, not endnotes.[[1]](#footnote-1)

## Subsection heading

For images, embed the file directly into the MSWord file. Place the image in-between paragraphs, centered on the page, with a blank 12pt space before and after. Add an image description for visually-impaired readers by right-clicking on the image and selecting “Edit Alt Text.” Depending on your version of Word or other word processor, you may need to follow a different process. Image descriptions should proceed from general to specific, and should communicate informative elements of the image—those that pertain to your reason for including it in your article—but should also be vivid and evocative to give a sense of the image’s mood, feel, and function as visual rhetoric. View the alt text of the image below for an example.

![[Image description: Image shows Socks the cat, a black-and-white "tuxedo" pattern cat, who was a pet of the Clinton family during Bill Clinton's presidency of the United States of America. Socks's peers over the front of a light brown wood podium with his paws over the edge and his chest and head visible. Socks has yellow-green eyes open wide and looking attentive, a black chin and black splotch on the side of his nose, long white whispers, and white paws, like socks. He is in the left of the frame, with microphones used for press briefings next to him on the podium in the center. In the background, the Seal of the the White House is visible but blurry against a navy blue curtain.]]()

Figure 1: Socks the cat.

Photograph by Barbara Kinney/The White House

Photograph is public domain, as a product of the US Federal Government

Retrieved from <http://blogs.reuters.com/photographers-blog/2009/04/14/presidential-pets-past-and-present/>

After the image, include a caption in 10pt. Arial, left-justified, indented by .5” on left only. Caption should include figure number, title, artist/photographer if known, copyright information, and online source if available.

For graphs and charts, use these guidelines for alt text image descriptions: <http://ncamftp.wgbh.org/ncam-old-site/experience_learn/educational_media/stemdx.html> Most graphs and charts will be author-created, making it unnecessary to include artist name, copyright, and online source information. If unnecessary, these elements of the caption may be omitted without comment.

When creating graphics and charts, please use these colors, identified by the American Printing House for the Blind:

• Black

• White

• Regulation Yellow — C:0, M:6, Y:100, K:0

• Federal Gold — C:0, M:11.5, Y:94, K:6

• Federal Blue — C:100, M:60, Y:0, K:6

• Regulation Brown — C:0, M:79, Y:100, K:72

• Note: The colors listed here are all visible to 99.992% of students, even those with color blindness. This is why they have been selected. Gray or gray scale should never be used in a chart or graph.

(<https://www.aph.org/research/design-guidelines/>)

Here they are:

To set the colors within the graph, Format Data Point, then look at Fill and Color, then “More colors”, then the sliders pane, and choose CMYK sliders to set values.

# References

Use standard APA style, hanging by .5”, with one blank 12pt space between each entry. Please include URLs for online sources with active links.

1. Footnotes should be in 10pt Arial. [↑](#footnote-ref-1)