

Manuscript Format Guidelines*

Moving from Manuscript to Article Directions for Font Size and File Types

Authors are responsible for assuring that the final draft meets the font size requirements. Manuscripts cannot be published without compliance with these standards. All manuscripts must be in Times New Roman font. Sizes of the font vary as illustrated:

1) Title: Bold, Times New Roman, 18 pt

e.g. Ethical Delegates in the Social Work Classroom: A Creative Pedagogical Approach

2) Topical Heading: Bold, Times New Roman, 14 pt

3) All other material: Times New Roman, 12 pt

e.g., Within the social work classroom, effective and innovative teaching strategies are being used to enhance the interest and motivation of students in the area of ethics, including the application of the...

File Types

Manuscripts should be submitted as Word (or compatible) files using the fonts listed above.

Figures and Tables should be converted to GIF or JPG files and attached as separate files, and should be no more than 500 pixels in width. Figures and Tables must be consistent and will be approved on an individual basis.

Do and Don't Checklist:

1. DO type your entire manuscript in Times New Roman 12 pt. with everything in "Normal" style.
2. DO change the title font to 18 pt. Times New Roman Bold.
3. DO change the heading fonts to 14 pt. Times New Roman Bold
4. DO include italics and bold where appropriate/needed.
5. DO attach Figures and Tables as separate graphics files (GIF or JPG), and indicate in the manuscript where each Figure or Table is to appear.
6. DO check your references for correct APA style and completeness.
7. DO check to make sure that all references in your reference list are cited in the text, and vice versa.
8. DO NOT use style sheets. Keep everything in "Normal" style and then simply change the fonts to 18 for the title and 14 for the headings, as noted above.
9. DO NOT embed graphics into your Word document.
10. DO NOT use any other formatting in your document.