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:

Title: Bold, Times New Roman, 18 pt
e.g., Ethical Delegates in the Social Work Classroom: A Creative Pedagogical Approach

Topical Headings
- Paragraph setting: first line indent, 0.5 inch (except for Abstract and Reference headings, which should be set at “none”)
- 1st level head (including Abstract and References)
  14 pt Times bold; cap/lc title case
- Additional heading levels, if used:
  o 2nd level head
    12 pt Times bold; sentence case
  o 3rd level head
    12 pt Times italic; sentence case
  o 4th level head
    12 pt Times italic bold; sentence case, run in with period.

Body copy
Paragraph setting: first line indent, 0.5 inch
Block quotes: Hanging indent 0.5 inch

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…

References
Do not embed DOI links or other hot links in the references.

File Types
- Manuscripts: Submit as Word (or compatible) files using the fonts listed above.
- Figures/Tables:
  o Convert to JPG and attach as separate files.
    ▪ Size: Images should be no more than 500 pixels in width.
  o Figures and Tables must be consistent and will be approved on an individual basis.
  o Indicate in the manuscript where each figure/table should appear

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Do and Don’t Checklist:

**DO’s**
1. Type your entire manuscript in Times New Roman 12 pt. with everything in “Normal” style.
3. Change the heading fonts as indicated in the guidelines.
4. Include italics and bold where appropriate/needed.
5. Attach Figures and Tables as separate graphics files (JPG) and indicate in the manuscript where each Figure or Table is to appear.
6. Check your references for correct APA style and completeness. **Articles to be published in Spring 2021 or later must follow APA 7th edition**
7. Check to make sure that all references in your reference list are cited in the text, and vice versa.

**DON’Ts**
1. DO NOT use style sheets. Keep everything in “Normal” style and then simply change the fonts for the title and the headings, as noted in the guidelines.
2. DO NOT embed graphics into your Word document.
3. DO NOT use any other formatting in your document.
4. DO NOT use headers or footers.
5. DO NOT use page numbers.
6. DO NOT embed hot links or DOI links in references.

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