Guidelines for Authors

1. Double-space the manuscript throughout, including notes and bibliography; tab-indent paragraphs (do not use spaces);

2. Use in-text citations and convert non-explanatory notes into in-text citations;

3. Construct a bibliography or complete the information in your bibliography (submit one entry for each source cited) along the following lines:

   Book – Author’s last name, first name. Year of publication. Title of Book. City of publication: Publisher.

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   Article in journal – Author’s last name, first name. Year of publication. “Title of Article.” Title of Journal volume, number: page numbers of article.

4. Provide all graphs, figures, maps, and illustrative material in electronic format and in separate files; material should be gray scale, 300dpi or better (600 dpi recommended), and no more than 4.5 inches wide by 7.0 inches high. Captions for artwork and tables may appear with the figures. Insert callouts (i.e., [FIG 2.1 HERE]) within the manuscript to ensure proper placement of the illustrations.

5. Provide a one-paragraph abstract of your article;

6. Provide a short biographical note such as: Title, Name, “teaches _____ at _____ Univ.; author of <title of book>;”

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