

jfa

STYLE GUIDE

TITLE AND FONT

Author: *Italicised*

Title: **Capitalised and bold**

Text: Times New Roman
12 point
1.5 spacing
Justified (Block)

Note: **If article was previously published elsewhere add the following in italics at the bottom:**

A version of this article was first published in ...

PUNCTUATION AND SPELLING

Foreign words: *Italicised*

Spelling: British

Labor = labour
Organization = organisation
Analyze = analyse

Dates: March 1, 2020

Punctuation: “ ” (Direct quotes)

‘ ’ (air quotes / anything that is in quotation marks but not a direct quote)

Use the Oxford comma

Commas and periods after quotation marks, unless the text cited ends in a period. No dot prior to the citation.

Dash: Space after dashes: sample - sample

Numbers: Write out numbers under 10 (e.g. one, two, three)
 Large numbers are in digits, with a ,
 i.e. 13,000

REFERENCES / CITATIONS

Use hyper-links instead of citations or references. The reader should be able to follow the links to find out more about your information source. If you are unsure how to create hyperlinks, simply place the URL of your information source in parentheses where you would like it placed and we will do the rest.

If your references cannot be found online, please add a page to your document titled 'Works Cited' and add your references in alphabetical order and in **APA format**. If you are unsure about how to do APA style citations, see: <http://www.easybib.com/reference/guide/apa/website>

SENDING YOUR SUBMISSION TO US

Format: Word Document
File name: AuthorsFirstName_Title

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