

**Formatting Guidelines**

**General Rules**

* Manuscripts must be arranged in this order:
	1. Abstract
	2. Keywords
	3. Main text
	4. References (where applicable)
* Do not include a title page.
* Your name should not appear anywhere on the manuscript.

**Acceptable File Formats**

* Word
* LaTeX

**Abstract**

* All text must be black, single-spaced, and in 12-point Times New Roman with 1-inch margins.
* Do not indent the paragraph.
* **Keywords:** should be in bold text and not indented.
* Place a line between abstract and main text.

**Main Text**

* Format the main text of your manuscript, including citations, according to [the most recent MLA guide](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html) if you are submitting in the humanities or liberal arts.
* Format the main text of your manuscript, including citations, according to [the most recent APA guide](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) if you are submitting in the sciences.

**Figures**

* All figures, tables, and images must be placed in the document as you want them to appear.
* Follow [MLA guidelines](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html) if your manuscript is in MLA format, and [APA guidelines](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) if your manuscript is in APA format.
* Figures (not tables) must be in .jpg or .png format.
* The figure background must be white (not transparent).