

## **Style Sheet for the *Journal of the Scholarship of Teaching and Learning***

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*Abstract: This paper provides the style sheet for the Journal of the Scholarship of Teaching and Learning. Manuscripts submitted for publication should adhere to these guidelines.*

*Keywords: radiation, metacognition, identity theory, constructivism, educational philosophy.*

### **General Guidelines for the Manuscript**

Submissions should be double-spaced. The final manuscript should be prepared in 12-point, Times New Roman, and single-spaced. All margins should be 1 inch. Justify lines; that is, use the word-processing feature that adjusts spacing between words to make all lines the same length (flush with the margins). Do not divide words at the end of a line, and do not use the hyphenation function to break words at the ends of lines. The title (in 16 point bold) and author's name (in 12 pt. bold) should be at the top of the first page. The author's name should be followed by a footnote reference that provides the author's institutional affiliation and address. Please use the footnote function of your word processing program; there are a variety of instructions available online for each program. The abstract should be indented 0.5" left and right from the margins, and should be in italics.

Indent the first line of every paragraph and the first line of every footnote; all first line indentations should be 0.5". Use only one space after the period of a sentence (word processors automatically adjust for the additional character spacing between sentences). The keywords should be formatted identically to the abstract with one line space between the abstract and the keywords. Authors should use keywords that are helpful in the description of their articles. Common words found in the journal name or their title article are not helpful keywords.

Pages should be unnumbered since they will be entered by the JoSoTL editorial staff. We will also insert a header on the first page of the article, as above.

References should be incorporated in the text as author's name and date of publication (Coffin, 1993), with a reference section at the end of the manuscript (see below for the desired format for the references). Titles of articles should be included in the references in sentence case. Unless instructed otherwise in this Style Sheet, please use APA style formatting. Footnotes should incorporate material that is relevant, but not in the main text.

### **Plagiarism**

It is essential that authors refrain from plagiarism. Plagiarism is a violation of ethics and, in serious cases, will lead to a manuscript being rejected by this journal. No future manuscripts will be accepted from authors who have submitted a plagiarized manuscript.

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## Unique work

This journal does not accept previously published work. We also do not accept work that is being considered for publication by another journal. If your manuscript is accepted, you will be required to sign a form stating that your manuscript has not been previously published.

## Section and Sub-Section Headings

### Major Sections

Major section headings should be centered and bold-faced (i.e., Section and Sub-Section Headings as seen above). Major section headings should have one-line space before and after. The first paragraph(s) of the article do not require a major heading.

### Sub-Sections

Sub-section headings should also be flush-left and bold-faced. Sub-section headings should have a one-line space before and after. Sub-sub-sections should appear at the beginning of a paragraph (i.e., with an 0.5" indent, followed immediately by the text of the sub-sub-section), with the heading also in italics.

*Sub-subsections.* Sub-Subsections of your manuscript should be formatted like this.

## Tables and Figures

Tables and figures should be inserted in the text where the author believes they best fit. They may be moved around a little to better correspond to the space requirements of the Journal. If necessary, tables and figures may occupy an entire page to ensure readability and may be in either portrait or landscape orientation. Insofar as possible, tables should fit onto a single page. All tables and figures should be germane to the paper. Tables should be labeled as follows with the title at the beginning, with data entries single-spaced and numbered. Column labels should be half-line spacing above data. Please use the table functionality in your word-processing program rather than adding an image of a table from MS Excel, SPSS, etc. This allows for more flexibility in laying out the final print version.

Table 1

*The title of the table*

<b>Unit</b>	<b>Length, inches</b>
Point	1/12
Pica	1/6

Figures should have their captions follow the image. Captions should be single-spaced. The Editorial staff may adjust layout to allow optimal use of space.

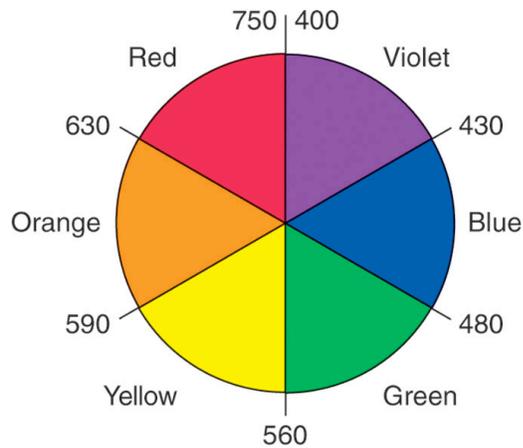


Figure 1. Color wheel with wavelengths indicated in millimicrons. Opposite colors are complementary.

### Acknowledgements

Acknowledgements should identify grants or other financial support for this research by agency (source) and number (if appropriate). You may also acknowledge colleagues that have played a significant role in this research.

### Appendix

Please insert any appendices after the acknowledgments. If your submission has only one appendix, this section should be labeled '*Appendix.*' More than one appendix will change the section label to '*Appendices.*' Each appendix should have a title; if you are including items from your class or research, please alter them to include a title. Appendices should be alpha-order (Appendix A, Appendix B, etc.) These labels and titles should be at the top of the page, left justified, italicized.

*Appendix 1.* The Title of the Appendix.

The content of your appendix will appear here.

### References

Coffin, D. A. (1993). Using the competitive edge. *Journal of Economic Education*, 24(1), 62-69.

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Hamilton, S. J. (1995). *My name's not Susie: A life transformed by literacy*. Portsmouth, NH: Boynton/Cook Publishers.

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