

Author Guidelines

Manuscript Guidelines

Manuscripts should be submitted via the online portal as an OpenOffice, MS Word, or RTF document. The submission should be previously unpublished and not in consideration for another publication. Manuscripts should be in Times New Roman, 12 point font, and double-spaced. Articles may be between 15 and 25 pages.

References Guidelines

All references must be placed in footnotes (not in-line citations, not endnotes). These need to be formatted in [Chicago style](#). There should be a bibliography given at the end of the article. This should also be in [Chicago style](#).

Artwork Guidelines

Illustrations, pictures and graphs, should be supplied with the highest quality and in an electronic format that helps us to publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork for the printed issue as well as the online version.

- **Format:** TIFF, JPEG: Common format for pictures (containing no text or graphs).
EPS: Preferred format for graphs and line art (retains quality when enlarging/zooming in).
- **Placement:** Figures/charts and tables created in MS Word should be included in the main text rather than at the end of the document.
Figures and other files created outside Word (i.e. Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately. Please add a placeholder note in the running text (i.e. “[insert Figure 1.]”)
- **Resolution:** Rasterized based files (i.e. with .tiff or .jpeg extension) require a resolution of at least **300 dpi**.
- **Dimension:** Check that the artworks supplied match or exceed the dimensions of the journal. Images **cannot** be scaled up after origination.
- **Fonts:** The lettering used in the artwork should not vary too much in size and type (usually sans serif font as a default).