



## **Submissions Guidelines**

### **Articles:**

Please submit all articles in either Open Office (.odt) or Microsoft Office (.doc) format. RTF (.rtf) format documents are also acceptable.

If you use another word processing package than the above two, please consult your software's "Save As" function for saving documents in one of the above three formats.

Please do not include figures or graphs within your articles. You should however make note of where in the article you would like them to appear.

You can consult the APA documentation on how to do this.

An acceptable method follows:

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Place figure 1 here

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Please name each article according to the conventions given below:

First authors initials (2 or 3 spaces), dash, year (4 spaces), dash, article number submitted to this journal (this year) (as a letter), dot, and the file extension (either .odt, .doc or .rtf). For example, Josey Alvarez submitting her second article in 2010 (in Open Office format) would name the figures as follows:

JA-2010-B.odt

### **Figures:**

Please submit all figures and tables in a graphic file format. Tiff, GIF, PNG and Jpeg files only will be accepted. Irrespective of the size of the figure or table, the graphic's file must be rendered in 72 dpi and be 8.5x11 inches (or ISO A4) in dimension (white space is allowed in one dimension only). Photographs only, may be rendered greater than 72 dpi. In fact we encourage this. Again, any photographs must be in 8.5x11 format (or ISO A4) with white space in one dimension only.

Please name each figure according to the conventions given below:

First authors initials (2 or 3 spaces), dash, year (4 spaces), dash, article number submitted to this journal (this year), dash, a numeral for the order of appearance in the article (2 spaces), dot, and the file extension (either .jpg { .jpeg }, .gif, .png or .tif { .tiff }). For example, Josey Alvarez submitting her second article in 2010 with 3 jpeg figures would name the figures as follows:

JA-2010-B-1.jpeg, JA-2010-B-2.jpeg, JA-2010-B-3.jpeg.

Please include image files with the submission of your article. Again, please identify the approximate location of your images within the article according to the guidelines given in the APA manual.

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[of Conduct](#) electronically on their web site in HTML, PDF, and Word format. You may also request a copy by writing to the APA Ethics Office, 750 First Street, NE, Washington, DC 20002-4242 (or see "Ethical Principles," December 1992, *American Psychologist*, Vol. 47, pp. 1597-1611).