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1. Approximate length of article — not including figures, tables, endnotes, bibliography, or appendixes — should be 7,000 to 12,000 words, or 24 to 40 pages, double-spaced at about 300 words per page.
2. Place each figure and table on a separate page, and indicate in the article where each should be inserted. A note (labeled “Source:”) stating source of data must be included for all tables (at bottom) and for figures where appropriate.
3. Include an abstract, or a short summary of the article, approximately 150 words long, also double-spaced, at the beginning of the article. Use the label “Abstract.”
4. Provide an author identification, to be placed on the first page of the article. The ID should include professional title and affiliation and may give a brief description of your work.
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