

Section Order

In accordance with the above requirements, all manuscripts must contain the following components, in the order listed (The list uses 08 Bulleted List—Short because no item on the list is longer than one line):

- Title page
- Copyright page
- Dedication (optional)
- Acknowledgments
- Table of Contents
- List of Figures (if necessary)
- List of Tables (if necessary)
- List of Symbols/Abbreviations/Nomenclature/Acronyms (if necessary)
- Abstract
- Body chapters (number and titles will vary according to manuscript organization)
- Appendix (optional)
- List of References
- Biographical Sketch

Margins, Typeface, Size (Font) and Text Spacing

Margins are 1”for all pages (top, bottom, left, and right). Use 12-point Arial (throughout, including tables and figures). Double-space most text. Indent first lines of paragraphs consistently. Single-space headings, tables, figures, bulleted-list items (“Short” list is no item longer than one line. “Long” list is if any item is longer than one line), equations, block quotes, and appendix matter (with only one blank line space before and after the single-spaced matter). No more than one blank line space anywhere

Page Numbers

Arabic numerals (1, 2, 3, etc.) starting with the title page, all pages are numbered, centered at the bottom of each page