

## Style Guidelines

*Please read these guidelines carefully before editing your manuscript.*

*All submitted manuscripts must adhere strictly to the AJSS style guidelines. Failure to do so will result in editorial rejection of the manuscript.*

**Font:** Times New Roman, 12-point.

**Margins:** 1” on all sides (Normal setting in Microsoft Word)

**Text formatting:**

This is how your text should be formatted. Single space all text with a 12-point space in between each paragraph. Do not indent paragraphs. Do not include page numbers. Always use one space after a period, never two.

Numbers one through ten used in the text should always be spelled out, as should all numbers that begin a sentence. One hundred percent of the time you should spell out a number when it begins a sentence, whereas numbers 11 and higher anywhere else in a sentence should use numerals. Always use numerals when referring to tables, figures, equations, etc. (example: Table 1).

Write out the word percent when used in text, and use the percent symbol (%) when used in tables or figures.

In the manuscript, tables and figures should be included at the end of the text, after the concluding paragraph. In text, indicate approximate location of tables and figures by noting:

[Table 1 about here]

Tables and figures should be always be mentioned in the text when you are referring to information from those tables and figures. For example: “Fifteen percent of Hogwarts’s graduates reported they were unable to find work in a magical occupation within five years of graduation (see table 1).”

Number your tables, figures, and equations sequentially as they are referenced in the text: Table 1, Equation 1, Figure 1, etc.

Reaction schemes and mathematical equations should be included in the text, centered, not wrapped, with one 12-point space above and below.

## References:

Use the Endnotes function in Word to mark in-text citations. Citations should be sequentially numbered in text with superscripted Arabic numerals, with outside punctuation, like this<sup>1</sup>.

References will be listed at the end of the document; use size 10, Times New Roman font. Do not indent or space in between citations in the reference list.

Use general citation format of:

Author Last Name, Author First Initial. (Year) Publication Title, Source Information. Source location.

For books, book name is italicized. For articles, journal name is italicized. When using page numbers, use full numbers with no space before or after hyphen mark (example: 125-129 *not* 125 – 9). DOI should always be provided, unless unavailable.

Use the full citation the first time the source is cited. If a source is cited multiple times, you may use only the author Last Name (Year), pg. number [if applicable] and reference to original note. See this example below<sup>2</sup>.

Examples for a book, book chapter, article, and website are provided below.

### *Book:*

Bagshot, B. (1954) *A History of Magic*. Hogwarts University Press, Oxford.

### *Book chapter:*

Trelawney, S. (2004) Modern Divination for the Distracted Student in *Magical Pedagogy for the Twenty-First Century* (Dumbeldore, A., Ed.) 2<sup>nd</sup> ed., 35-71, Hogwarts University Press, Oxford.

### *Article:*

Snape, S. and Lockhart, G. (2009) Transfigurational Properties of Microcellular Potions, *American Journal of Transfiguration* 305, 154-189. <https://doi:10.1055/ajt.2009.30.31>

### *Website:*

Spell Research Service, Ministry of Magic. International Database of Magical Spells, Report 15. <https://www.spellresearch.ministry.gov/reports/> (accessed Jan 2019).

## Blinded manuscript:

Remove all information that would identify the author and co-authors. The reviewers should not be able to identify the authors. Make note where self-referential information has been blinded. This information will be added back in during the final editing process.

## **Organization:**

Headings marked with an asterisks (\*) are required for all manuscripts. For manuscripts in the humanities or creative fields, some headings like Methods and Procedures may not be applicable. You may use discipline specific headings in addition to those that are marked as required. Do not use any numbers preceding the section headings of your paper, even if this is typical in your discipline. The manuscript should organized as follows:

### **ABSTRACT (Bold, all caps, no space after)\***

In 200 words or less, provide a summary of the entire paper. Do not use citations in the abstract.

### **INTRODUCTION (Bold, all caps, no space after)\***

*Subsection titles are optional; when used, should be mixed case and italicized, no period or space after*

Provide background information to introduce the reader to the research.

### **LITERATURE REVIEW (Bold, all caps, no space after)**

*Subsection titles are optional; when used, should be mixed case and italicized, no period or space after*

The name of this heading may be changed, depending on disciplinary conventions. This section provides background into previous findings, theories, etc. that have guided the current research.

### **METHODS AND PROCEDURES (Bold, all caps, no space after)**

*Subsection titles are optional; when used, should be mixed case and italicized, no period or space after*

Describe the technical details of your work. Provide information on IRB or other relevant permissions when working with humans or animals.

### **RESULTS (Bold, all caps, no space after)**

*Subsection titles are optional; when used, should be mixed case and italicized, no period or space after*

Describe the major outcomes of the research. Depending on disciplinary conventions, this may be combined with the Discussion section.

### **DISCUSSION (Bold, all caps, no space after)**

*Subsection titles are optional; when used, should be mixed case and italicized, no period or space after*

Describe the implications and limitations of the research. Depending on disciplinary conventions, this may be combined with the Results section.

## **CONCLUSION (Bold, all caps, no space after)**

*Subsection titles are optional; when used, should be mixed case and italicized, no period or space after*

Summarize the major findings, implications, and next steps of the research.

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<sup>1</sup>Snape, S. and Lockhart, G. (2009) Transfigurational Properties of Microcellular Potions, *American Journal of Transfiguration* 305, 154-189. <https://doi:10.1055/ajt.2009.30.31>

<sup>2</sup> Snape and Lockhart (2009). See note 1.