

General style

Specific editorial requirements for submission of a manuscript will always supercede instructions in these general guidelines.

To make a paper readable

- Print or type using a 12 point standard font in Times New Roman
- Text should be double spaced on 8 1/2" x 11" paper with 1 inch margins, single sided
- Number pages consecutively
- Start each new section on a new page
- Adhere to recommended page limits

Mistakes to avoid

- Placing a heading at the bottom of a page with the following text on the next page (insert a page break!)
- Dividing a table or figure - confine each figure/table to a single page
- Submitting a paper with pages out of order

Title Page

Select an informative title as illustrated in the examples in your writing portfolio example package. Include the name(s) and address(es) of all authors, and date submitted.

Abstract

The summary should be two hundred words or less.

Introduction

Your introductions should not exceed two pages (double spaced, typed).

Materials and Methods

There is no specific page limit, but a key concept is to keep this section as concise as you possibly can. Materials and methods may be reported under separate subheadings within this section or can be incorporated together.

Results

The page length of this section is set by the amount and types of data to be reported. Continue to be concise, using figures and tables, if appropriate, to present results most effectively.

Discussion

The objective here is to provide an interpretation of your results and support for all of your conclusions, using evidence from your experiment and generally accepted knowledge, if appropriate.

Conclusion

References

List all literature cited in your paper, in alphabetical order, by first author. In a proper research paper, only primary literature is used (original research articles authored by the original investigators). Be cautious about using web sites as references - anyone can put just about anything on a web site, and you have no sure way of knowing if it is truth or fiction. If you are citing an on line journal, use the journal citation (name, volume, year, page numbers).

Length of paper should not exceed 10 pages