***eJournal of Public Affairs* Style Guide**

# Font

Times New Roman, 12 point.

# Spacing

1.15 line spacing. 6 point spacing before and after paragraphs. One space after a period.

# Text Alignment

Text is justified. Exception: the citations on the References page are left-justified.

# Page Margins

All page margins are set at 1.5”.

# Title Page

* ISSN (Online) 2162-9161
	+ Located in header of first page (set “Different First Page”). Aligned right. Single spaced. 0 point spacing before and after paragraphs. 10 point font.
* Article Title, Author(s) Name(s), and Affiliation – No orphan lines on title
	+ Centered; single spaced; 0 point spacing before and after paragraphs.
	+ Two returns after title, so there is a space between the title and author names
	+ One return between author names and affiliation
* Author Note (Correspondence, etc.)
	+ The title “Author Note” centered and bolded.
	+ Located at the bottom of the title page. First line indented. 1.15 line spacing. 6 point spacing before and after paragraphs.
	+ Should include two paragraphs: author information and correspondence information

# Running Head

Aligned left at top of page. ALL CAPS. Times New Roman, 10 point font.

# Footer

* 10 point font.
* *eJournal of Public Affairs, v(i)*
	+ Aligned left. Fill in volume and issue numbers appropriately.
* Page numbers
	+ Aligned right
	+ **Please note** page numbers are determined by an entire issue, not by individual articles. Therefore, the first article of each issue will begin with page 1, and the second article will continue from the last page of the first article. The first page of each article will not display the page number, so numbering will begin displaying on second page (2). The first article can include an intro essay (such as from a guest editor). Front matter (written by the Editors) uses roman numerals.
	+ No text boxes; use tabs

# Second Page

Both the abstract and keywords are placed on a separate page (the page following the title page).

* Abstract
	+ “Abstract” title centered & bolded. No indentation.
	+ Two returns (one space) between abstract and keywords.
* Keywords
	+ *Keywords* italicized, followed by a colon. No indentation.
	+ Entries are not bolded; separated by commas. No capitalization. No punctuation at end.

# Headings

Headings primarily follow APA heading standards:

**Heading 1**

Times New Roman. 12 point. Bold. Centered.

**Heading 2**

Times New Roman. 12 point. Bold. Justified.

 **Heading 3.** Times New Roman. 12 point. Bold. First line indented (1/4 inch). Followed by a period. Begin body text after the period.

 ***Heading 4****.* Times New Roman. 12 point. Bold. Italicized. First line indented (1/4 inch). Followed by a period. Begin body text after the period.

# References

* References begin on a separate page. Title is “References” centered & bolded at the top of the page.
* Same spacing guidelines apply to References (1.15 line spacing, 6 pt. before and after paragraphs).
* LEFT-justified.
* Use DOIs rather than URLs whenever possible for Internet references.

# Appendices

Appendix title: Centered & bolded.

If possible, format appendices to fit this style sheet. If this results in poor design (for example, if tables or other visuals are distorted), keep the original formatting. If possible, change the font to Times New Roman.

# Author Biographies

The author biographies are the last element of an article (after references, tables, appendices, etc.). “Author Biographies” centered & bolded.

Bio pictures placed on the left of the biographies. Bio pictures set at 1.5” width and 2” height. Black border around picture at ¾ width. Wrap text (square).

# Other

* Refrain from passive constructions such as “It is believed,” “It is suspected,” etc.
* Use bold for emphasis only in quotations. If the emphasis is the author’s provide a note: “Emphasis mine (ours).”
* Email has no hyphen.
* For figures, make sure to include the figure number and a title with a legend and caption. These elements appear **below** the visual display. For the figure number, type *Figure X*. Then type the title of the figure in sentence case. Follow the title with a legend that explains the symbols in the figure and a caption that explains the figure:
	+ *Figure 1*. How to create figures in APA style.
* One space between sentences.