

## Article Manuscript Formatting Conventions

We have documented the following article formatting conventions to support your drafting and submitting manuscripts for publication in *IJCO*. Please read and follow them, as well as the *Article Manuscript Guidelines*. You might also wish to look at back issues of *IJCO* to get a better sense of not only the style, but also the content and character of *IJCO* articles.

- (1) All articles should be submitted in MS *Word* format.
- (2) Article title is 14 point type, bolded, upper and lower case, centered. Author(s) names are 12 point type, upper case, centered. Example:

### **Differences and Discourses: Coaching Across Cultures**

KAREN CURNOW

- (3) Basic text should be prepared in 10 point type, 1.5 line spacing, 0 point spacing before and after.
- (4) Any type style can be used—though type styles with seraphs (such as Times New Roman) are easier to read than type styles without seraphs (such as *Arial*). When emphasizing a specific word or phrase please use *italics* rather than underlining.
- (5) Paragraphs should be separated by one line. Do *not* indent the first line of paragraphs.
- (6) Single space (rather than two spaces) should separate sentences. Example: “...what was documented. In the previous case, ...” rather than “...what was documented. In the previous case, ...”
- (7) Headings should be centered, expanded to 12 point, bolded, written in upper case only (**HEADING**). The first line of the following paragraph begins on the next line, without a separation by one line.
- (8) Subheadings should be left justified (set against left hand column) and remain in 10 point type. The subheading should be bolded (**Subheading**) and be written in upper and lower cases. Only the first word (other than names) of the subheading need start with a capital letter. Subheadings should *not* be written in all caps nor underlined.
- (9) Sub-subheadings should be left justified (set against left hand column), bolded, written in upper and lower case, the same point size as the text, and completed with a period (.). Room permitting, the next sentence will begin on the same line as the sub-subheading.

- (10) All articles should be submitted in 1.5 line spacing format (rather than either single line or double line). This format can be set (when using Word) by going to the “Edit” tab on the Navbar and clicking on “Select All.” Then go to the “Format” tab on the Navbar and click on “Paragraph.” Under “Line Spacing” there is a “1.5 line” option. Click on this option. The entire manuscript should then be set automatically at 1½ lines. The 1.5 line spacing gives the journal a more open feel than single line spacing, yet does not look like “fluff” or “wide open spaces” as would a double line spacing format. While in “Format” tab, also set Before and After Spacing to 0 point.
- (11) Articles may include tables, graphs and/or figures. Each type of graphic should be numbered sequentially (for example, Table 1, Table 2, Figure 1, etc.), followed by the title of the graphic and a period (.). The approximate location of a graphic within the article should be indicated by the statement on a separate line, for example, **PLACE TABLE 1 ABOUT HERE**.
- (12) For tables, place table number, followed by title in bolded upper and lower case letters, 10 point font. Table number and title appear above table. When submitting the article, submit each table in its own MS Word file, with filename author’s first name initial, last name, period (.), graphic type and number (for example, jsmith.table1.doc).
- (13) For graphs and/or figures, place figure number, followed by title in bolded upper and lower case letters, 10 point font. Figure number and title appear below table. When submitting the article, submit each figure in its own file, with filename author’s first name initial, last name, period (.), graphic type and number. Preferred file formats for most graphics include TIF, PDF and EPS (for example, jsmith.figure1.tif). While tables (containing only words and numbers) can be submitted as Word documents, graphics (anything with a visual representation) must be submitted in a TIF, PDF or EPS format. Graphs and/or figures (the object itself) should be no larger than 6.25 inches in width to fit within our journal format. All graphs and/or figures should be submitted at a resolution of 300dpi or in vector format. The approximate location of a graphic within the article should be indicated by the statement on a separate line, for example, **PLACE FIGURE 1 ABOUT HERE**.
- (14) In-text comments and commentary should be submitted as “Footnotes” using 9 point font size. The notes should be designated in the text as regular numbers (1, 2, 3, etc.) rather than either as letters (a, b, c, etc.) or roman numerals (i, ii, iii, etc.) Be careful when preparing endnotes that your computer program doesn’t automatically label these notes with lower case “i”, “ii” “iii” etc. You may have to go to “options” on your footnoting/endnoting program and specifically designate “1” “2” “3” etc.
- (15) The list of references at the end of the article includes publications referenced specifically in the text. References follow APA style citation (see *Publication Manual of the American Psychological Association, Fifth Edition*) and below for formatting guidance. The references section shall have the main heading **REFERENCES**, followed by citations in alphabetical order.

- (16) All references should be prepared using the following APA formatting convention:

**Last name of author**

**Comma (,)**

**Initial of author's first name (and middle name, if available)**

**Period (.** if only one author) or **Comma (,** if multiple authors)

**Last Name of next author** (if any, like above)

**Initial of next author's first name (and middle name, if available)**

**Period (.** if only one author) or **Comma and & (,** if multiple authors)

**Date of publication** (in parentheses)

**Period (.**)

**Name of article** (if in periodical or journal) or **chapter** (if in a book) (upper case for first word and proper names, all other words begin with lower case)

**Name of Book** (in italics but not underlined or bolded; upper case for first word and proper names, all other words begin with lower case)

**Name of Journal** (in italics but not underlined or bolded; upper case for first letter of all words except conjunctions and prepositions)

**Period (.**)

**If citation is an article in a journal:**

**Month or Volume Number** (optional)

**Comma (,)**

**Page References** (single page; or multiple pages, separated by hyphen)

**Period (.**)

**If citation is a book:**

**Location of Publisher** (City and State in US or City, Province and Country Name if outside US, with two letter postal code). (Ignore state or province if a large, well-known city, such as New York or London.)

**Colon (:)**

**Name of Publisher**

**Period (.**)

Following are several examples of citations provided in previous issues of *IJCO*:

Waldman, D., & Atwater, L. (1998). *The power of 360-degree feedback*. Houston: Gulf Publishing.

Lewin, K. (1947). Frontiers in group dynamics. *Human Relations*, 1, 5-41.

Van Velsor, E. (1998). Designing 360-degree feedback to enhance involvement, self-determination, and commitment. In W. Tornow, M. London, & CCL Associates (Eds.), *Maximizing the value of 360-degree feedback* (pp. 158-192). San Francisco: Jossey-Bass.

- (17) Include contact and biographical information for each article author, in the order that names appear on the first page. Include name and honorific(s), phone number, email address, and website address. Then include 3-5 sentences of biographical information. See the example below.

**Karen Curnow, MCC**

**Phone: 703-453-6050**

**Email: [ci@compass-international.com](mailto:ci@compass-international.com)**

Karen Curnow, Managing Director of Compass International, is an executive coach specializing in diversity and leadership issues in the workplace, and national program manager for the Newfield Network-USA. Karen has lived and worked in Paris, Istanbul, Nairobi, Vienna, and various locations in the USA.

Karen has also done extensive diversity work in the United States.

Thank you for your cooperation in preparing your article manuscript for publication. Your thoughtful assistance is greatly appreciated and will enable the editors and co-executive editors to produce an even better journal—with a consistent look and high quality—while also enabling the readers of your article to benefit most from the article you have prepared.