

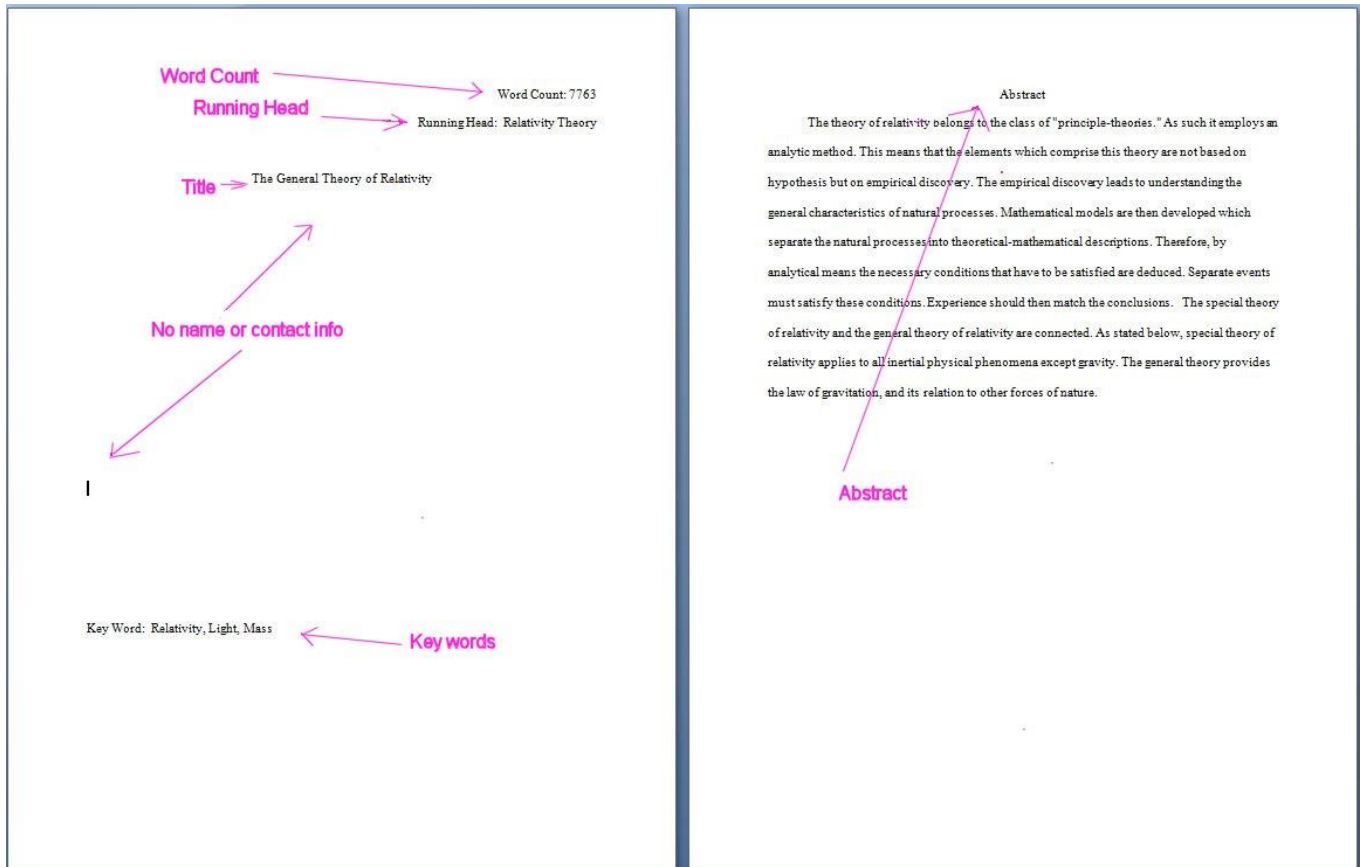
## **AJCH FORMAT GUIDELINES**

Papers must be properly submitted in APA format before they can be accepted for review. Papers not properly formatted will be return to the submitting author for correction.

All submissions must be edited to conform to proper professional English grammar and spelling.

- A. Font: Times New Roman, 12. No bolding. Italics for emphasis and volume titles only.
- B. Double space entire document.
- C. Left-align entire paper with exception of title page, headers, and Main headings.
- D. Do not align the right margin (no Right-align or Block-alignment is permitted).
- E. Margins: 1”
- F. Paragraph: Indent 0.5” No added lines or block formatting.
- G. Single space between the end of one sentence and the beginning of the next sentence.
- H. Oxford Commas rule applied to series. The second to the last item in a series is separated from a conjunctive “and,” “or,” or “nor” by a comma (highlighted). Another example: Sun, Moon, and Stars.
- I. Use American English forms (e.g., “etiology” rather than “aeteology”)
- J. Put punctuation inside quotes. “This.” Not “this”.
- K. Spell out the names of all single digit numbers (i.e., “zero” through “nine”). Use Arabic numerals for all multi-digit numbers (e.g., 11 and 0.05).
- L. The file format must be .doc or .docx files only (.pdf, .rtf, .pages, etc. are not permitted).
- M. Do not use any page headers or footers.
- N. Do not use any page numbering.
- O. Headings – see example below
  - a. Primary: centered, capitalize first letter of main words, above following text:
  - b. Secondary: left-aligned, capitalize first letter of main words, above following text.
  - c. Tertiary: Left-aligned, capitalize first letter of title only, in line with text.

## MAIN DOCUMENT - VISUAL GUIDE

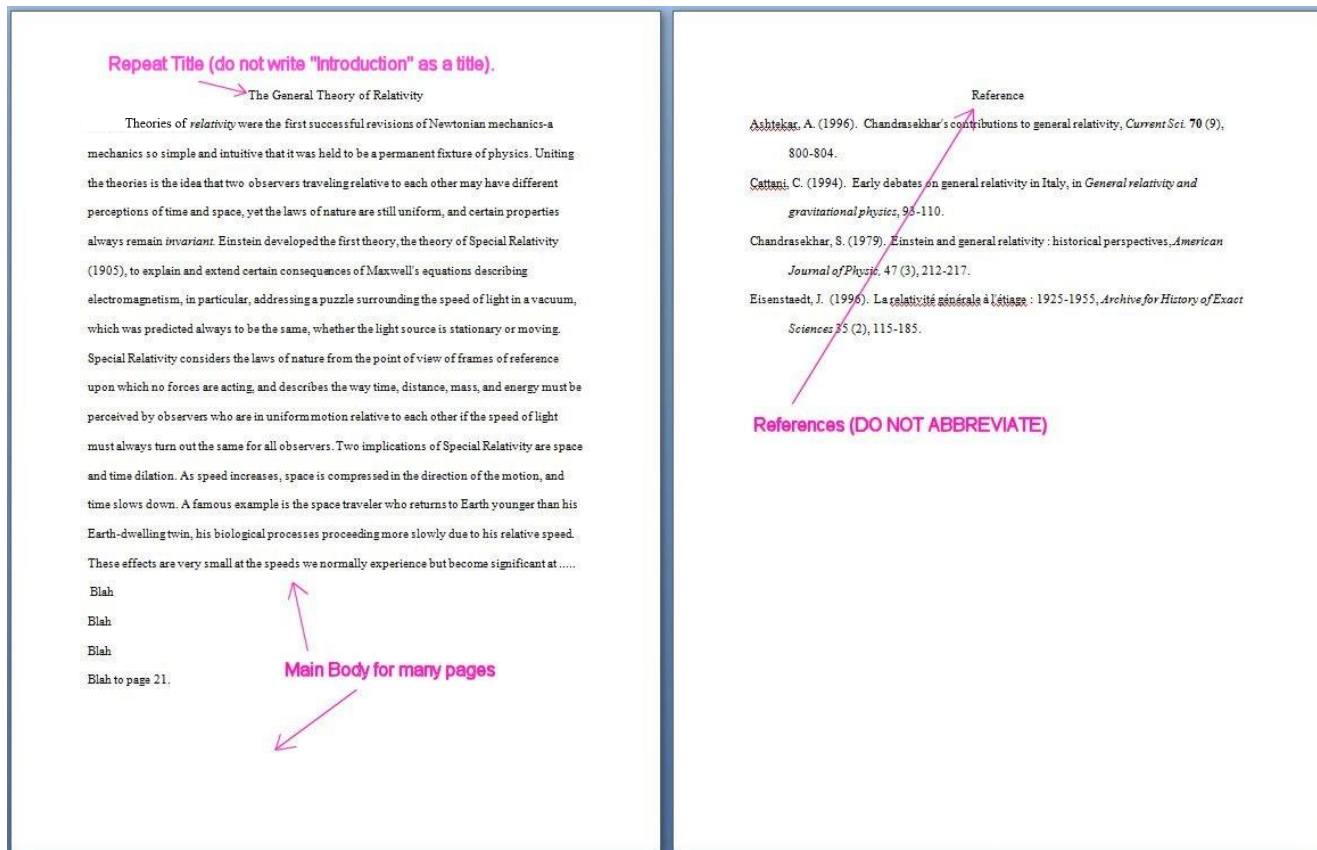


**Title page** - formatted as follows - with the following elements:

- Running head. Top of page, Right aligned.
- Word count (Body of paper and references, but not title page, figures or tables), Right aligned.
- Chapter title. Centered.
- Author(s) names and affiliations. Centered.
- Do NOT enter any author's name or information.
- Keywords, 3-5. Left-aligned.
- No header, no footer, and no page numbers.

**Abstract page** - on a new page. Use "Abstract" as main heading. Centered.

- No header, no footer, and no page numbers.



## Document pages – new page.

- Use the paper's title and not Introduction. Centered.
- About the previous images: These represent the parts of Main Document. All these parts must be present in one document (.doc or .docx files only):

## References pages – new page.

- Continue double spacing.
- Use hanging indent format – no extra lines between entries.
- Spell out all publication and journal names without abbreviations (no abbreviates are allowed).

## Tables, Graphs, and Illustrations – these must be separate uploads.

- These are not to be a part of the main document – note in the main doc where each belongs.
- Upload each independently of the main document (for file format use .jpg, .bmp, .doc, .docx, .png, or .tif, only).

## DOCUMENT HEADINGS - VISUAL GUIDE

### Primary Heading

Blah blah blah, deblah. Therefore, siblopolis negalucuddy, bla deblah deblah and so forth. Dingblat madeushebiblezonglech dibblewhat. Fomsch goobbldegoop berfiblequya. Blah blah blah, deblah. Therefore, siblopolis negalucuddy, bla deblah deblah and so forth. Dingblat madeushebiblezonglech dibblewhat. Fomsch goobbldegoop berfiblequya. Blah blah blah, deblah. Therefore, siblopolis negalucuddy, bla deblah deblah and so forth. Dingblat madeushebiblezonglech dibblewhat. Fomsch goobbldegoop berfiblequya. Dingblat madeushebiblezonglech dibblewhat. Fomsch goobbldegoop berfiblequya. Blah blah blah, deblah. Therefore, siblopolis negalucuddy, bla deblah deblah and so forth. Dingblat madeushebiblezonglech dibblewhat. Fomsch goobbldegoop berfiblequya.

### Secondary Heading

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### Tertiary heading

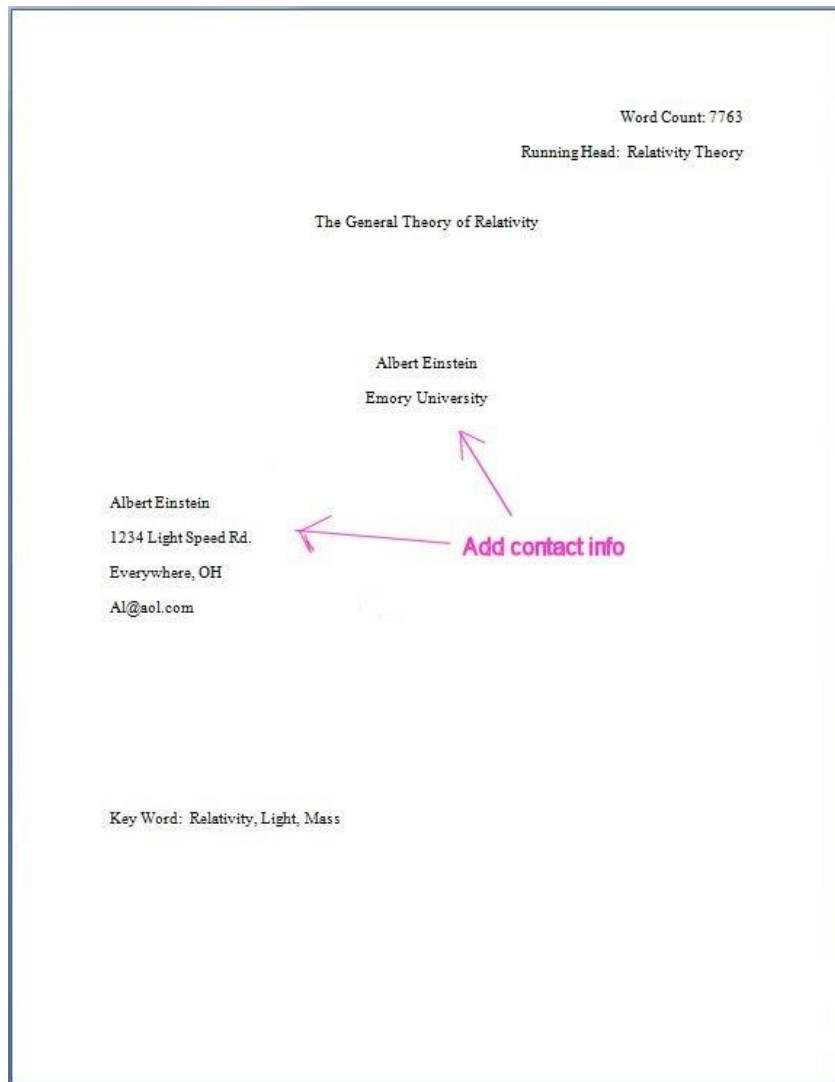
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## TITLE PAGE (NOT FOR REVIEW) – VISUAL GUIDE

Parts of the 2nd upload: this is the title page containing identifying information (categorized as "title page not for review").



**Title page (Not for review)** - formatted as follows - with the following elements:

- Running head. Top of page, Right aligned.
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- Chapter title. Centered.
- Author(s) names and affiliations. Centered.
- Corresponding author's contact information. Left aligned, single spaced.
- Keywords, 3-5. Left-aligned.
- No header, no footer, and no page numbers.