



Technical Guidelines for Authors

Before submitting your articles, please make sure that you have checked your articles for the following:

- Word count should be in the ballpark of 1500
- Use Times New Roman or Arial Font
- Cite references in-text
- Use double-spacing between sentences
- When beginning a sentence with a number, always spell out the number as a word.
- Unless a specific exception, numbers below 10 are written out (example: five).
- Unless a specific exception, numbers 10 and above are Arabic numerals (example: 76).
- When discussing percent, always use numeral followed by % sign (example: 12% not 12 percent)
- When discussing percentile, spell out word percentile
- Direct quotations fewer than 40 words must include quotation marks “ ” surrounding phrase/sentence.
- Direct quotations 40 or more words have the entire quote as a block quote (all lines of quote indented at paragraph indent).
- Remember that punctuation usually goes inside of quotes

Please note that if you are writing a creative piece that requires breaking one or more of the above rules, please note that at the TOP of your submission.

Deadlines for 2015

Edition	Deadline
Spring Edition	February 1, 2015
May Edition	April 1, 2015
Summer Edition	June 1, 2015
Fall Edition	August 1, 2015
Holiday Edition	October 1, 2015