RCML Proceedings Guidelines for Formatting

Authors should follow the publication manual of the *American Psychological Association* (6th Edition) with headings positioned as authors intend and the tables and other graphics imbedded in appropriate places in the paper. The *APA* manual has many examples for citing information from electronic sources. See http://www.apastyle.org/.

Editor(s) will take the text you send and format the final Proceedings document. That task is much easier if, for example, you ***do not use spaces in an attempt to align text***. Editors will have to remove all extraneous tabs and spaces, which can be a very time-consuming task. Please ***use the formatting tools of your word processing program to set margins and indentations***, avoiding any extraneous spaces or tabs. It is also preferred that you ***avoid inserting manual page breaks or line breaks***; that will be done where needed in the final editing. Manuscripts that are not in the appropriate format will be initially rejected and returned to the author for correction before the content will be considered for the proceedings.

To aid you in writing the paper, here are a few suggestions:

- Address the Theoretical Framework and/or Related Literature, the Methodology, and the Findings in your paper.
- All papers should not exceed 8 pages. References should be included in the 8 page length. This page length restriction will be strictly upheld for all submissions.
- An abstract less than 100 words should be included at the beginning of the paper (just below the title and author information).
- All margins should be one inch.
- All text should be in Times 12-point font with 1.5 line spacing with no extra lines between paragraphs.
- The titles of books and journals should be italicized, not underlined.
- Paragraphs should be indented 1/4 inch. Please use the word processing program settings to set margins and paragraph indentations.
- Please pay particular attention to your reference citations in the text and reference list. It is extremely time-consuming to copyedit papers and references when authors do not adhere to *APA* style. Your diligence in formatting citations, checking the accuracy of citations, and ensuring the completeness of the reference list is greatly appreciated.
- **Do not** use footnotes. Rather, place all notes at the end of the text but before the references as endnotes.
- Also **do not** use headers, footers, or page numbers. These will be added (as necessary) to be consistent throughout the document.
- All tables, figures, and graphics should be placed in the document as appropriate. As necessary, resize large tables or graphics so your document, when printed, does not exceed the maximum number of pages allowed for your paper.

Finally, center your title on the top of the first page in all CAPS and position your name, affiliation and e-mail under the title and centered as well. If there are two or more authors position them under the title as well across the page with equal spacing between. See example below

<div align="center">

XXXXXX   TITLE   XXXXXX

AUTHOR 1   AUTHOR 2
AFFILATION   AFFILIATION
E-MAIL   E-MAIL

</div>