

## **GUIDELINES FOR PREPARING MANUSCRIPTS**

Please submit a printed copy of your manuscript and a disk file (in Microsoft Word for PC) to ensure the most efficient manuscript production. Use the one typeface and size (TIMES NEW ROMAN, 11-point), even for the title of your article and headings. All pages should have the following margins:

- Left/Right = 2"
- Top/Bottom = 1.75"
- Line spacing: single
- Paragraph spacing: 6pt (click on FORMAT, select INDENTS and type **0** at SPACING, BEFORE and **6pt** at SPACING, AFTER).

The manuscript should start with a TITLE (in bold and uppercase--all in capital letters), and followed by author's full name and biosketch (See an example below). The ABSTRACT should not have more than 120 words in length, covering (1) a statement of the background situation that led to the development of the manuscript; (2) a clear statement of the problem or the basic issues involved; (3) a brief summary of the key findings or conclusions of the research; and (4) a brief description of the methodology used.

Whenever possible, the text discussion should be divided into such major sections as INTRODUCTION, METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, and REFERENCES. Each heading should be in capital letters, centered, and in bold. Secondary headings, if any, should be flush with the left margin, in bold characters, and have the first letter of all main words capitalized. All manuscripts should be left- and right-hand margin justified.

ACKNOWLEDGMENTS of collaboration, sources of research funds, and address changes for an author should be listed in a separate section at the end of the paper after the section on References.

EXPLANATORY FOOTNOTES should be kept to a minimum and be numbered consecutively throughout the text and aggregated in sequence under the heading NOTES, at the end of the text but before REFERENCES.

REFERENCES. The references section serves to provide the reader with sufficient information so that he or she can easily locate the work cited in the research. **The APA style** (a name-date reference system) is used for all PrAcademics Press' publications. Please refer Publication

Manual of the American Psychological Association. References cited in text must appear in the reference list. Each entry in the reference list must be cited in text. The text citation and reference list entry must be identical in spelling and year. Overall, each reference should include the following information author(s)' name (first name, middle initial, and last name); title of work; journal, serial, proceedings, or book in which the work was published; volume and number of the issue [example: volume 1, number 1 would appear as 1(1)]; date the work was published; page numbers (in the case of journals, serials, and proceedings). See an example below.

FIGURES and TABLES should fit the size of the journal (with L/R margins = 2" and T/B margins = 1.75"). Thus if needed, font 10-point can be used. All FIGURES and TABLES should be placed in appropriate locations in the text.

FIGURES. All figures should be numbered and have a legend. The legend should be a brief but complete explanation of the figure and its relationship to the text. All legends should be simple, clear, and direct. Legends should be compiled, single-spaced, at the end of each manuscript, not placed within the body of the text or included on the figure itself.

TABLES. In constructing tables, take care to plan for maximum effectiveness and clarity. Tables should bear a significant relationship to the topic under discussion, and should be fully explained in the text. The title should appear directly above the table. Horizontal rules should be used to separate column headings and column subheadings. Avoid using vertical rules. All tables should be compiled at the end of the manuscript.

ABOUT AUTHOR. Full name, academic degree, position, employer, research interest, for example:

*Susan A. MacManus, Ph.D., is a Distinguished University Professor, Department of Government & International Affairs, University of South Florida. Her teaching and research interests are in public budgeting, public procurement, and public policy.*

## REFERENCES

"Minority Business Owners Face Digital Divide." (2000, November 16), *The Tampa Tribune*: 3.

Gordon, S. B., Zemansky, S. D., & Sekwat, A. (2000). "The Public Purchasing Profession Revisited." *Journal of Public Budgeting, Accounting & Financial Management*, 12 (2): 272-290.

Cibinic, J., & Nash, R. C. (1998). *Formation of Government Contracts* (3<sup>rd</sup> ed.). Washington, DC: Government Contract Program, George Washington University.

Williamson, O. E. (2002). "Transaction-Cost Economics: The Governance of Contractual Relations." In S. Arrowsmith and K. Hartley (Eds.), *Public Procurement* (Vol. 1, pp. 3-31). Northampton, MA: Edward Edgar Publishing Limited.

For a reference from a website, please use the following style:

U.S. General Services Administration (2003). *Share-in-Savings*. [Online]. Available at [www.NASBO.org](http://www.NASBO.org). [Retrieved August 1, 2004]

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**Please note:** All book chapters and articles should have the first and last page numbers, as shown in the above highlighted examples.