

## MEMORANDUM

DATE: July 13, 2010  
TO: Authors  
FROM: Robert A. Chin, Kathryn Holliday-Darr, and Nancy E. Study  
RE: EDGD Paper Template

Please use the following EDGD paper template in the production of EDGD manuscripts. It was developed to streamline the publication of the EDGD Mid-Year and EDG Journal manuscripts and to transition to a single column format, which should facilitate online reading. This template is the result of melding the 2010 ASEE Annual template requirements and the guidance provided by the *Publication Manual of the American Psychological Association (APA)*, the publication manual adopted by the EDGD for the publication of all its manuscripts.

### *EDG Journal and Mid-Year Proceedings Template Instructions:*

Columns—one/single.

Justification of abstract and body—left.

Text—12 point Times New Roman for all text, except the title, which will be 14 point.

Line spacing—single, except between headings and paragraphs and abstract.

Margins—one inch all the way around, except for the title, whose left and right margins will be 1 ½ inches.

Headings—there are a number of *APA* headings options. The nature of the paper generally dictates the level of headings. Per *APA*, the headings can be bold or italicized and end with a period depending on the number of levels used.

In-text citations and the reference list should comply with *APA* formatting rules.

Manuscript submission—ready to print (aka camera ready); MSWord for the EDG Journal and PDF for the Mid-Year Proceedings.

### References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

Purdue University Online Writing Lab (OWL). (2010-05-05 02:17:47). *APA Formatting and Style Guide*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>.

**Title of the Paper:**  
**1.5 Inch Margin to Right and Left with a One Inch Margin at the  
Top and Times New Roman, Bold, 14 Point**

Author's Name, Times New Roman, 12 Point, 1.5 Inch Margin to Right and Left  
Institutional Affiliation, Times New Roman, 12 Point, 1.5 Inch Margin to Right and Left  
See *APA* for options and variations in formatting—e.g. multiple authors or multiple affiliations.  
Insert two spaces between the authors' affiliations and the abstract.

**Abstract**

The abstract will be included between the title and the body of the paper. It should not be on a separate page. It must be in one column format, Times New Roman, 12 point, 150 – 250 words.

Because of the abstract's importance to researchers with an interest in the paper, preparation of the abstract is key to retrieving the paper from abstracting and indexing databases. See *APA* for additional guidance.

***Body of the Paper***

The paper must be in a one-column format, single line spaced, and the text must be left-justified. There must be a one inch margin all around (top, bottom, left and right). The only exception is the title of the paper on the first page.

The text must be in Times New Roman, 12 point. Between each paragraph, skip one line, as shown here.

Incorporate hard page breaks to eliminate orphans.

**Headings**

Headings are required and must be included. There must be one blank line between the preceding paragraph and level 2 and 3 headings. There must be one blank line between the heading and the following paragraph. Do not number the headings.

Authors will use *APA* headings 2, 3, 4, and 5 as the manuscript requires:

Level 2 is flush left, bold face, uppercase and lower case heading (aka title case)

Level 3 is indented, bold face, lowercase paragraph heading ending with a period—the first letter of the first word is uppercase and the remaining words are lower case.

Level 4 is indented, boldface, italicized, lowercase paragraph heading ending with a period.

Level 5 is indented, italicized, lowercase paragraph heading ending with a period.

Examples:

Abstract (level 2)

Method (level 2)

Participants (level 3)

Younger adults (14 women, 10 men....)

Materials and procedure. The visual search task was adapted from Ohman et al. (2001). There were 10 .... (level 4)

*Valence and arousal ratings.* Valence and arousal were judged on 7-point scales (1=negative valence or low arousal and 7= positive valence or high arousal). Negative.... (level 5)

Procedure (level 3)

Each trial began with a white fixation cross presented on a black screen for 1,000 ms; the matrix was then presented, and it ....

Results (level 2)

Analyses focus on participants' RTs to the 120 trials in which a target was present and was from a different emotional....

Discussion (level 2)

As outlined previously, there were three plausible alternative for young and older adults' performance on the visual search task: The two....

References (level 2)

American Psychological Association. (2010). Publication manual of the American Psychological Association (6<sup>th</sup> ed.). Washington, DC: Author.

Purdue University Online Writing Lab (OWL). (2010-05-05 02:17:47). *APA Formatting and Style Guide*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>.

### **Footnotes, Page Numbers, and Copyright Notice**

Do not include any footnotes, pages numbers, or the copyright notice in the main body of the paper. *APA* does not recommend the use of footnotes; therefore inclusion of any footnotes must be in compliance with *APA*—on a separate page after the body of the paper.

## **Graphs, Tables, Figures, Appendices**

Graphs, tables, figures and appendices must fit within the margins (one inch all around) and match the font format (when possible). Refer to *APA* for formatting and titling.

The resolution of all graphics should be a minimum of 300 dpi.

## **In-text Citations**

All in-text citations and references shall be constructed in accordance with *APA*.

## **Placeholders**

If your paper is subject to the blind review process and you used placeholders to replace the names of affiliations and institutions in your draft paper such as “University of \_\_\_\_\_” the author must replace the placeholders the final paper before publication.

## **Paper Length**

There is no page limit for papers. Authors may use their discretion on the length of their submission.

## **References**

The references list shall be constructed in accordance with *APA*.