

Style Guide for GSA Manuscript Preparation

1. Remove all page numbers, header, and footer text from your manuscript.
2. Set all margins to 1".
3. Change all endnotes to footnotes.
4. The first page of your manuscript should include:
 - Title
 - Author Name
 - Affiliation
 - Keywords
 - Abstract

TEXT

1. Times New Roman, 12 pt., normal
2. Do not use bold type.
3. Distinguish text which is to be italicized in print either by using proper *italics*, or underlining.

SPACING

1. Single space your manuscript.
2. Indent the first line of a paragraph, except after a blank line, a (sub)heading or a 'block quotation'.
3. Use a tab, not spaces for indentation.
4. Include one blank line after the following, but not between paragraphs:
 - Title
 - Author Name
 - Affiliation
 - Keywords
 - Abstract
 - Headings and Sub-headings
5. Include one blank line before and after the following:
 - Block quotations
 - Charts, graphs, and tables
6. Indent only the left side of a block quotation.
7. Use a hanging indent of 0.5" for the items in the reference list.

PUNCTUATION

1. Single quotation marks (' ') are used to distinguish words, concepts or short phrases under discussion.
2. Double quotation marks (" ") are used for direct quotations of fewer than twenty-five words that run on in the text.
3. Double quotation marks (" ") are used for titles of articles from journals and reference works.
4. No quotation marks are used for 'block quotations'. Set these off from other text by adding a blank line above and below the section, and indent the block of text on the left.

CITATIONS AND REFERENCES

1. Use APA style for all citations, references, bibliography, and footnotes.

Citation Example:

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers? If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation. She stated, "Students often had difficulty using APA style," but she did not offer an explanation as to why (Jones, 1998, p. 199).

Reference Examples:

- Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation.
- Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, *66*, 1034-1048.
- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, *65*, 1190-1204.

For more information about APA style, visit <http://owl.english.purdue.edu/owl/resource/560/02/>.

CHARTS, GRAPHS, AND TABLES

1. All charts, graphs, and tables must be inserted into your manuscript as an "editable" file in case the publisher needs to make any changes.
2. Every chart, graph and table must have a title.
3. Label all charts and graphs as Figure 1, 2, 3, etc.
4. Label all tables as Table 1, 2, 3, etc.
5. Do not use colors to distinguish items in your charts, graphs, or tables as everything will be printed in black and white.