Author Guidelines
Instructions for Authors

Page Extent: we expect From the Field reports to be between 2,500-5,000 words on average. Peer-reviewed articles are 5,000 words and over on average. However, we do encourage authors to present their work as concisely as possible for their particular argument.

Supporting Content: color figures and photographs are encouraged.

Font size: The main text should be set in 12 point Times New Roman, using double line spacing. All text should be produced as a single column.

Main sections headings should be set in Bold and 14 point Times Roman and the second level headings set in 12 point Times Roman. The Title of the paper should be in 16-point Times Roman.

Style: Papers should have an abstract and conclusions in addition to the introduction and technical sections. References must be at the end of the paper.

First Page: This page should contain the title of the paper, the authors’ names and organizations, the abstract and the first part of the paper (i.e. Introduction). The abstract will consist of 200 words or less.

Figures and Tables: Figures and Tables must be numbered sequentially.

Page Numbering: Please do not number the pages.

File Format: Authors should prepare their files in Microsoft Word and load as a MS Word file to the journal website.

References: Use the latest edition of -The Chicago Manual of Style. The publication has an easy to use online Quick Guide with the format for the Notes style at: http://www.chicagomanualofstyle.org/tools_citationguide.html.

Endnotes are used, with Arabic numeral superscripts, rather than references in parentheses in the text. Examples are as follows (additional examples can be found in the Chicago Manual online):

Journal article in a print journal:

Journal article in an online journal:

**Book, one author:**


**Book, two – three authors:**


**Book, four or more authors:**


**Book, editor, translator or compiler instead of author:**


**Book, editor, translator, or compiler in addition to author:**


**Chapter or other part of a book:**


**Book published electronically:**


**Thesis or dissertation:**


**Paper presented at a meeting or conference:**


**Web site:**


**E-mail message:**

John Doe, email message to author, October 31, 2005.

**Future Issues and Deadlines**
Our publication schedule is:

**Issue #1 March issue**
- Peer review article: December 1
- From the Field (FtF): February 1
- Other articles (editorials, columns): February 15

**Issue #2 June issue**
- Peer review: April 1
- FtF: May 1
- Others: May 15

**Issue #3 September issue**
- Peer review: June 1
- FtF: August 1
- Others: August 15

**Issue #4 December issue**
- Peer review: September 1
- FtF: November 1
- Others: November 15