

# Style Sheet for the *Journal of Scholarship of Teaching and Learning*

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*Abstract: This paper provides the style sheet for the **Journal of Scholarship of Teaching and Learning**. Manuscripts submitted for publication should adhere to these guidelines; finished manuscripts must be in this style for final acceptance.*

## **I. General Guidelines for the Manuscript.**

The final manuscript should be prepared in 12-point, Times New Roman, and single spaced. Submissions should be double-spaced. Margins should be 1" top and bottom, 1" left and 1" right. The text should be left-flush (ragged right). The title (in 16 pt. bold) and author's name (in 12 pt. bold) should be at the top of the first page (the author's name should be followed by a footnote that provides the author's institutional affiliation and any acknowledgements), followed by an abstract. The abstract should be indented 1" left and right from the margins, and should be in italics. Paragraphs should have a 0.5" first line indent.

We will renumber pages of final manuscript. Authors should number their pages so that they appear in the bottom right of the page. We will also insert a header on the first page of the article, as above. Authors need not insert headers/footers.

References should be incorporated in the text as authors name and date of publication [Coffin (1993)], with a reference section at the end of the manuscript (see below for the desired format for the references). Footnotes should incorporate material that is relevant, but not in the main text.

## **II. Section and Sub-Section Headings.**

### *A. Major Sections.*

Major section headings should be flush-left, bold-faced, and roman-numeral numbered. Major section headings should have a one-line space before and after.

### *B. Sub-Sections.*

Sub-section headings should also be flush-left, in italics, and alpha-numbered. Sub-section headings should have a one-line space before and after. Sub-sub-sections should appear at the beginning of a paragraph (i.e., with an 0.5" indent, followed immediately by the text of the sub-sub-section), with the heading also in italics.

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### **III. Tables and Graphs.**

Tables and graphs should be inserted in the text where the author believes they best fit. (They may be moved around a little to better correspond to the space requirements of the Journal.) If necessary, tables and graphs may occupy an entire page and may be laid out in portrait or landscape orientation. Insofar as possible, tables should fit onto a single page. All tables and graphs should be germane to the paper.

### **References**

Coffin, Donald A. (1993). "Using 'The Competitive Edge'," *Journal of Economic Education*, Vol. 24, No. 1, pp. 62-69.

Garcia, Jaume, and Rodriguez, Placido (2002). "The Determinants of Football Match Attendance Revisited: Empirical Evidence from the Spanish Football League." *Journal of Sports Economics*, Vol. 3, No. 1, pp. 18-38.

Pappas, Doug (2004). "Fixing the Fan Cost Index: A More Realistic View."  
<http://www.baseballprospectus.com/article.php?articleid=2790>. April 21, 2004.