

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

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*Abstract: This paper provides the style sheet for the **Journal of the Scholarship of Teaching and Learning**. Manuscripts submitted for publication should adhere to these guidelines.*

*Keywords: teaching, learning, scholarship, educational philosophy.*

## **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. All margins should be 1 inch. The text should be fully left- and right-justified. The title (in 16 point 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 reference that provides the author's institutional affiliation and address. The abstract should be indented 0.5" left and right from the margins, and should be in italics.

Paragraphs should have a 0.5" first line indent. Use only one space after the period of a sentence (word processors automatically adjust for the additional character spacing between sentences). The keywords should be formatted identically to the abstract with one line space between the abstract and the keywords.

Pages should be unnumbered since they will be entered by the Journal editorial staff. We will also insert a header on the first page of the article, as above.

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). Titles of articles should be included in the references in sentence case. Unless instructed otherwise in this Style Sheet, please use APA style formatting. 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 one-line space before and after. The first paragraph(s) of the article do not require a major heading.

### *B. Sub-Sections.*

Sub-section headings should also be flush-left, in italics, and alphabetically numbered. Sub-section headings should have a one-line space before and after. Sub-sub-sections should

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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.

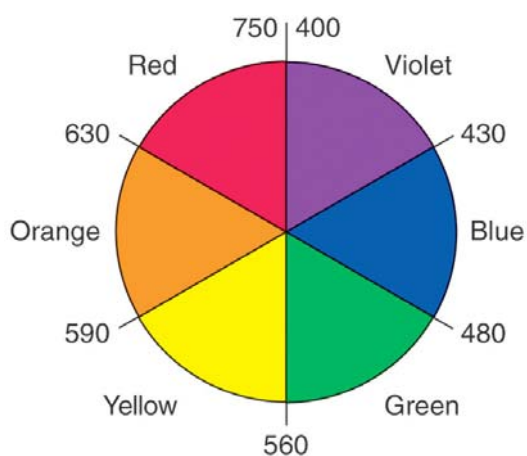
### III. Tables and Figures.

Tables and figures 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 figures may occupy an entire page to ensure readability and may be in either portrait or landscape orientation. Insofar as possible, tables should fit onto a single page. All tables and figures should be germane to the paper. Tables should be labeled as follows with the title at the beginning (in bold), with data entries single-spaced, and numbered. Column labels should be half-line spacing above data.

#### Table 1. The title of the table.

Unit	Length, inches
Point	1/12
Pica	1/6

Figures should have their captions follow the. Captions should be single-spaced, with title in bold. Additional text should not be in bold. The Editorial staff may adjust layout to allow optimal use of space.



**Figure 1. Color wheel with wavelengths indicated in millimicrons.** Opposite colors are complementary.

### Acknowledgements

Acknowledgements should identify grants or other financial support for this research by agency (source) and number (if appropriate). You may also acknowledge colleagues that have played a significant role in this research.

## Appendix

Please insert any appendices after the acknowledgments. They should be labeled as follows:

### **Appendix 1. The Title of the Appendix.**

#### References

Coffin, D.A. (1993). Using the competitive edge. *Journal of Economic Education*, 24 (1), 62-69.

Garcia, J. and Rodriguez, P. (2002). The determinants of football match attendance revisited: empirical evidence from the spanish football league. *Journal of Sports Economics*, 3 (1), 18-38.

Hamilton, S. J. (1995). *My Name's Not Susie: A life transformed by literacy*. Portsmouth, NH: Boynton/Cook Publishers.

Pappas, D. (2004). Fixing the fan cost index: A more realistic view. Retrieved April 21, 2004, from <http://www.baseballprospectus.com/article.php?articleid=2790>.