

Author Guide for CSiL

Below is the information for authors to prepare submissions.

Paper Guidelines

File Format

Submit your paper as a single MS Word file. Do not use other publishing systems or programs.

- Use basic formatting throughout the paper. This includes the use of Times New Romans, 12 pt. font; italics, bold, and underscore to differentiate textual elements; bulleted or numbered lists; and block quotes.
- Use the current, 7th edition of APA format.
- Format the paper as a professional paper and not a student paper.
- Visit the Formatting and Style Guide from the Purdue OWL (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html) for changes from the 6th edition to the 7th edition and the specific formatting needed for a professional paper.
- Visit <https://apastyle.apa.org/> for more in-depth information about APA style. The popular styles guidelines section is a useful tool to reference when formatting the paper.

Image Requirements

Scanned Photos and Illustrations

Any scanned work should be scanned at 300 dpi. A higher resolution such as 600 dpi is preferred and save the file in JPEG format.

Images from the Web

Images from the web are usually not able to transfer to print. Unless, the file size is very large. An image that is 8 inches at 72 dpi would be usable, however an image that is 1 inch wide or a logo from a homepage is not usable. Copyrights also need to be included in written format, when applicable. This can include an actual written note, a typed note, an email, etc. If it is not possible to obtain written permission, try to use images in the public domain or images that are openly licensed. Try to get as much information as possible about images. Images still need to be cited, even if much of the criteria is missing.

For images from the Web, please pay attention to the following aspects:

- Creator's name
- Date the work was created/published
- Title of the work
- Place of publication
- Publisher
- Type of material
- Website addresses and access date
- Name of institute or museum where work is located
- Dimensions of the work

Tables

The tables and figures should be easy to read with captions included above the them. Table number should be in bold, left aligned. Captions should be italicized, not bold, using title case, left aligned.

Example:

Table 1

Sample Table Showing Correct Formatting

Row Title	First Subheading		Second Subheading		F	N
	M	SD	M	SD		
	Row 1	3.6	0.49	9.2		
Row 2	2.4	0.69	10.1	0.08	42.7	0.23
Row 3	1.2	0.78	3.6	0.46	53.9	0.34
Row 4	0.8	0.93	4.7	0.71	21.1	0.45

Note. Notes go on the bottom of the table and should clarify the table. All subheadings and data need to be centered. Table title and number are doubled spaced, while data and notes are spaced 1.5. Use Times New Roman, 12 point font.

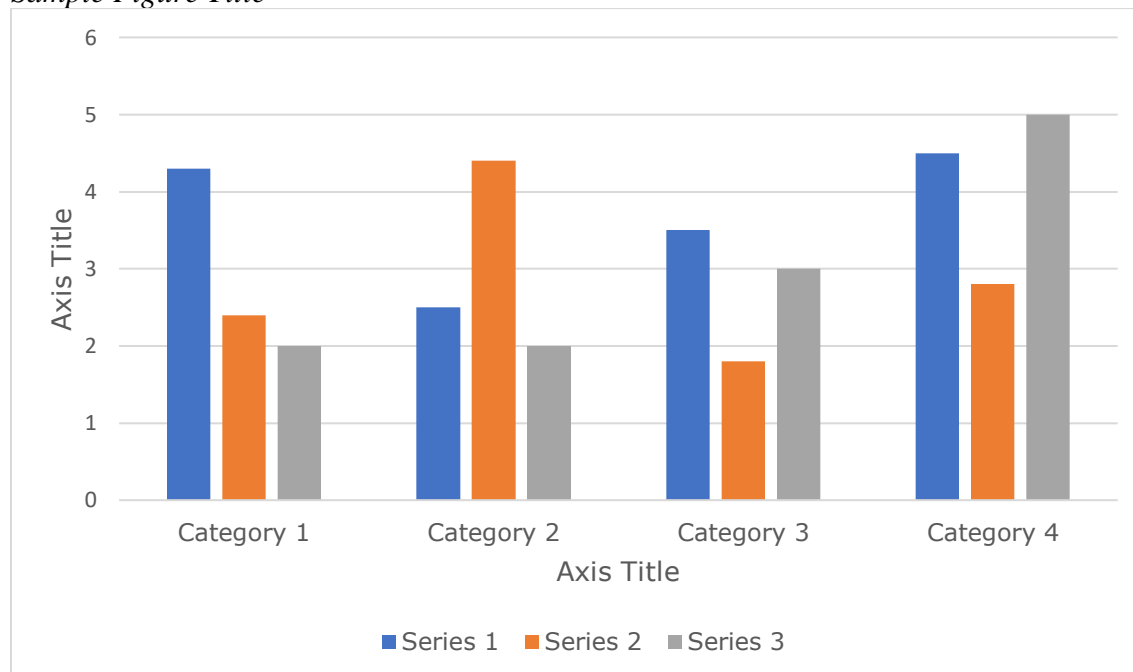
Figures

Heading and title need to be left-aligned. Figure type face needs to be between 8-14 pt. and San Serif font. The legend can be at the bottom or in the figure. Not on the side.

Example:

Figure 1

Sample Figure Title



Note. Notes go on the bottom of the table following same format (Sans Serif, 8-14 pt. font).