

# AUTHOR INSTRUCTIONS AND TEMPLATE TO PREPARE MANUSCRIPTS

Dawn Q. Activist, Ph.D., Organization, Inc.

---

## Abstract

This document presents instructions for preparing a manuscript for the *African-centered Rites of Passage: In Theory and Practice*. Please note that your submission will not appear in the proceedings unless it conforms exactly to the required format. Please proofread your submissions carefully for typographical, spelling, or grammatical errors. We encourage you to use this document as a template for developing your own manuscript.

## General Guidelines

This section of the instructions summarizes the general guidelines. See later sections for specific page layouts, exhibits, and special sections.

**Submission.** A *Microsoft Word* formatted document, version 6.0 or later, should be generated. Notify us immediately for approval if other software is absolutely required. A high quality printed hard copy will be submitted to expedite the editorial process. The paper should be printed on 8.5-by-11-inch white paper. If your word processor will not format to 8.5-by-11-inch please format for standard European A4 format and notify the *Proceedings* editors. We will need to reformat your paper for you. An electronic copy of the final submission will be supplied by the author(s) in the form via email.

**Length.** The acceptable article length, including all Exhibits, Appendices, and References is no more than 2000 . Papers that do not meet this requirement may NOT be returned to the authors for editing.

**Type, font, and text body.** The manuscript should be printed in 10-pt Times Roman (or if unavailable, another 10-pt serif typeface), single-spaced, double column, with 1” margins. The columns should be equal widths of 3.1” and the center gutter should be 0.3” spacing. Use a 1/4” first-line indent to begin paragraphs (except for the first paragraph after a heading, which is not indented), and use blank lines only above headings. Use 2 spaces between sentences. Avoid unnecessary capitalization. Do not use quotations except for quotes. All text including headings should be left justified and all continuing text should be fully justified.

**Footnotes.** Footnotes should not be used.

**Headings.** Section and subsection headings should be left justified and bold. Major section headings are to occupy a single line alone and should have the **First Letter of Every Main Word Capitalized as in This Phrase**. The subsection headings should begin on the first line of the paragraph. Only the first word should be capitalized and bolded, and a period should follow the heading phrase.

**Page numbers.** Do not include page numbers as part of the text. Lightly hand print the page numbers on the back of each sheet in the lower right hand corner in the following format: 1 of 9.

## Specific Section Instructions

This section describes specific instructions for page layouts, exhibits, and special sections.

The first page shall contain the title in full capital letters, centered across the entire page. Use 14-pt bold font for the title and leave a single blank line between the last line of the title and the first author’s name. One line should be used for each author and should include the author’s name, suffixes, and affiliation. Use 10-pt bold font for the author line(s). There should be a single blank line between the last author name and the next line containing a single drawn thin line. Another single blank line separates the drawn line and the text body as shown above.

The paper should include at least the following sections: abstract, introduction, text body, conclusions, and references. Acknowledgement of funding support and/or any other kind of assistance should be contained in an Acknowledgements section located immediately before the References.

**Abstract.** All manuscripts are to include an abstract of no more than 100 words. The abstract should give purpose, scope, and principal results and conclusions. It should not contain literature citations or formulas.

**Introduction.** The introduction should state the problem or issue addressed in the paper, the background surrounding the elements of the paper, and the reason for the study.

**Exhibits.** All Figures and Tables will be labeled as Exhibits. Number Exhibits consecutively, and place within the body of the text, bolded. A period should follow the exhibit number. The title of each exhibit should follow the heading and exhibit number and be followed by a period.

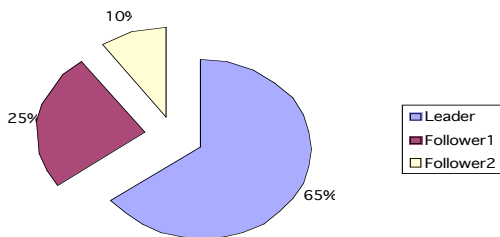
Do not box exhibits. Left justify the Exhibit number and title. Cite each Exhibit in the text.

Use portrait layout where possible. If the exhibit is too detailed to fit into a single column, it is acceptable to use the width of both columns for the exhibit. As an example Exhibit 1 shows the typical paper sections and their definitions and Exhibit 2 shows a graph with a multiple line title.

**Exhibit 1.** Typical Sections of Your Paper.

Sections	Definitions
Abstract	Purpose, scope, and principle results and conclusions
Introduction	Problem or issue, background, and reason for the study
Text Body	Methodology, analysis, or other value added process
Conclusions	Summary in layman's terms of the result of this study
Recommendations	Specific steps to follow as a result of this study
Acknowledgements	Note funding support and/or other assistance
References	Published sources of information used in support of this study

**Exhibit 2.** Example of a Graph with a Multiple Line Title.



A single blank line should separate the text from the exhibit title and two blank lines should separate the bottom of the exhibit from the subsequent text that follows.

**Mathematical notations and equations.** Each displayed equation should be preceded and followed by a single blank line. Display only the most important equations, and number the equations referenced in the text. Within the display, enclose the equation number in parentheses and place it flush with the right-hand margin of the column. Equation (1) is shown below.

$$Y = \bar{X} + 3 \frac{\sigma}{\sqrt{n}} \quad (1)$$

**References.** References should be complete, clear, styled as shown below, and listed alphabetically by author (chronologically for a particular author). Place the list of references last after recommendations or appendices. The section should begin with the major heading References. Only references cited in the text should be included.

For all authors, *full* names are required (note that only the first author is listed last name first). For periodicals, include volume number, issue number, month/quarter, year, and page numbers. For book chapters, include editor's full name(s), publisher, and page numbers. Note: use of *italics* (for journal names, book titles, conference proceedings, and volume number) and *quotation marks* (for journal article titles). Use hanging indentation to distinguish individual entries. Do not insert blank lines between references.

Cite each reference in the text by author and year such as (Babcock, 1989). If the authors are mentioned in the sentence such as, according to Denton (1996), the parenthetical date should appear immediately after the name in the sentence. When referencing quotes include the page number in the parenthetical reference as in (Amos, 1980, 165). To identify multiple references by the same authors in the same year, append a lower case letter to the year of publication as such (Truran, 2000a) and (Truran 2000b). If there are two authors, reference them both in the text as in (Peterson and Emmett, 1998). If there are more than two authors reference the first author and others as follows (Keating et al., 2000).

Cite websites in the following manner (ASEM 2003): Author's Last Name, First Name, Initial, [if available], "Title of Document," edition or revision [if applicable], IP address (date of access).

Many types of references have been included as examples including books, journal articles, proceedings articles, websites, and dissertations (Truran, 2001). The following are typical examples of acceptable reference styles:

## References

- Childs, F. (1997, May). Keynote speaker at D. Moss (chair), Liela Green Alliance of Black School Educators Conference: Canton, OH.
- [Comer, J. P. & Poussaint, A. F. \(1992\). \*Raising Black children\*. New York: Plume.](#)
- Cross Jr., W. E., Parham, T. A. & Helms, J. E. (1991). The stages of black identity development: Nigrescence models. In R. L. Jones (Ed.), *Black psychology*, 3rd ed, (pp. 319-338). Berkeley, CA: Cobb & Henry Publishers.
- [Dewey, J. \(1938/1963\). \*Experience & education\*. New York: Collier Books.](#)
- [Douglass, F. \(1845/1968\). \*Narrative of the life of Frederick Douglass: An American slave\*. New York: Signet.](#)
- [Erikson, E. H. \(1982\). \*The life cycle completed: A review\*. New York: Norton.](#)
- Evans, T. (1993, February). Black men: Toward a brighter future. In A. Kambon (Chair), *Black Men: Harambee!* Columbus, OH.
- Felder, C. H. (Ed.) (1993). *Original African heritage study Bible*. Nashville: The James S. Winston Publishing.
- [Frankl, V. \(1962\). \*Man's search for meaning\*. Boston: Beacon Press.](#)
- [Freire, P. \(1970\). \*Pedagogy of the oppressed\*. New York: The Continuum Publishing.](#)
- Freud, S. (1933). *New introductory lectures on psycho-analysis*. (W. J. H. Sprott, Trans.). New York: W. W. Norton.
- [Goggins II, L. \(1996\). \*African centered rites of passage and education\*. Chicago: African American Images.](#)
- [Hill Jr., P. \(1992\). \*Coming of age: African American male rites of passage\*. Chicago: African American Images.](#)

## About the Author(s)

There should be a separate paragraph of biographical information on each co-author of the paper. The paragraph should begin with the highlighted name of the author and include the most recent degree received including school affiliation. Previous education milestones should also be included. Graduation dates are optional. Current employer and job title along with a very brief description of main responsibility would be appropriate. If the author is in the academic arena, research interests should be included. An extra sentence giving any interesting professional affiliations would be appropriate too. Do not include address, phone numbers, or email addresses. The committee chair are collecting this information from the author data form and will generate an Contact List with this information to be part of the proceedings. For example:

**Dawn Q. Activist** received her Ph.D. from The University of Alabama in Huntsville in Social Work. She holds an M.S. degree in Biology from the University of Tennessee and a B.A. degree in Psychology from Tennessee University. She is currently an Executive Director at Coumminty Research.