



Technical Guidelines for Authors

The technical aspects of writing can be quite a chore! For that reason, we have compiled a list of topics and guidelines that will help you with coming writing mistakes. We mostly adhere to APA format.

- Word count should be in the ballpark of 1500
- Use Times New Roman or Arial Font
- Cite reference in text (preferably hyperlink to your source in the article)
- When beginning a sentence with a number, always spell out the number as a word.
- Unless a specific exception, number below 10 are written out (example: five).
- Unless a specific exception, numbers 10 and above are Arabic numerals (example: 76).
- When discussing percent, use numeral followed % sign (example 12% not 12 percent).
- When discussing percentile, spell out world percentile.
- Direct quotation fewer than 40 words must include quotation marks “ ” surrounding phrase/sentence.
- Direction quotations 40 or more words have the entire quote as a block quote (all lines of quote intended at paragraph indent).
- Remember that punctuation goes inside of quotes.

Please note that if you are writing a creative piece that require breaking of or more of the above rules, please note that at the TOP of your submission.

Deadlines for 2018

Edition	Deadline
March Edition	February 7, 2018
June Edition	March 31, 2018
August Edition	June 1, 2018
October Edition	July 1, 2018
Holiday Edition	August 1, 2018