

Publication Guidelines

Editor's Note: Your assistance in preparing your manuscript for publication will potentially reduce errors and reduce the time required for pre-publication preparation. If you are unable to fully comply with the following guidelines, the publication of your manuscript may be in jeopardy. Thank you for your assistance. Please contact the editor or production manager for assistance.

Please send the final version of your accepted manuscript (after you have been notified by the editor of acceptance) by e-mail attachment to the Production Manager, John C. Peterson, at john.peterson20@comcast.net and copied to the Editor, Barbara Rives, at barbara.rives@acu.edu and rivesbs@cox.net. John Peterson may be reached by voice at 865-531-7455 or by fax at 865-531-1096. Barbara Rives may be reached by voice at 325-692-5984 or by fax at 325-674-6717. If you received word that your article will be published after changes noted in the acceptance letter, it is imperative that these changes be made prior to sending your manuscript to the editor and production manager.

After you have been notified that your article will be published, you have submitted the digital copy to the editor/production manager by email and the article has been placed in journal format, it will be edited and prepared for publication. Any graphics should be sent in “copy ready format” for the best reproduction in the article. You may be asked to resubmit the graphics by the production manager. Failure to submit copy ready graphics may delay the publication of your article.

When your article has been prepared for publishing, you will receive a copy of the final edited document for your approval. Please review this copy very carefully for any mathematical or other errors. You will be provided a signature form stating you approve the final document prior to publication. Any errors or changes should be forwarded to the editor who will review them and forward the changes to the production manager.

Please provide your telephone number(s) (both day time and evening,) fax number and mailing address for sending you three copies of *The AMATYC Review* in which your article is published. Additional guidelines include the following:

- Software:** Microsoft Word, Word Perfect, or L A T E X (PC or Mac)
- Margins:** 8.5 by 11-inch paper, 1.5-inch margins top, bottom, and sides
- Font:** Times New Roman
- Title:** Times New Roman, 18 pt font, Center justification, Upper and lower cases
- Author:** Times New Roman, 12 pt font, Center justification, Upper and lower cases
Table-2 columns, 1 row per author
Times New Roman, 12 pt font
Single spacing

- Biography:** Biographical data goes into second column, 60 words maximum
Institution logo goes into first column (centered in column)
E-mail address at end of biographical data-12 pt font, no italics, no blue,
underline
- School logo:** EPS, PDF or TIF format, 600dpi (both color and black and white preferred)
- Abstract:** 200-word abstract to be posted on AMATYC web page along with color
version of school logo
- Text:** Times New Roman, 12 pt. font, Full justification, single spacing
Subtitles --14 pt font, Bold, Center justification, Upper and lower cases
Second layer subtitles-12 pt font, Bold, Left Justification, Underlined,
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- Footnotes:** Use the form indicated in Publication Manual of the American
Association (5th ed.)
- Tables and
Figures:** Use the form indicated in Publication Manual of the American
Psychological Association (5th ed.)
- References:** Use the form indicated in Publication Manual of the American
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