



Manuscript Preparation Guide

rev. Fall 2025

This document shall serve as a general guide for the preparation of manuscripts in the Department of Engineering & Technology, unless specifically directed otherwise by the instructor. Refer to the *Publication Manual of the American Psychological Association*, 7th edition, for style and organization of elements not addressed in this guide. Assignment-specific instructions may supersede the general guidelines and format specifications contained herein.

General Guidelines (reference APA Manual, Chapter 2, section 2.2, and sample papers.)

- Paper size: Manuscripts shall be typewritten on 8.5" x 11" paper, one side only.
- Margins: One inch margins on all side (top, bottom, left, right).
- Font type and size: Times New Roman, 12 point.
- Paragraph indentation: Indent the first line of every paragraph 0.5", except for the Abstract and reference list entries.
- Alignment: Align text left (uneven right edges), not justified (even left and right edges).
- Spacing after punctuation: Use one space after commas, colons, and semicolons within sentences and two spaces after punctuation marks at the end of sentences. *Note: This is a deviation from, and takes precedence over, APA 7th ed. style.*
- Pagination: Number all pages consecutively, beginning with number 1 on the title page. Page numbers shall be flush-right on the first line of every page (use the header function) one inch from the right edge of the paper.
- Heading levels: Follow guidelines in APA Manual, section 2.27.
- Serial comma: The serial comma (Oxford comma) is to be used as per APA 6.3 & 6.49.

Title Page (reference APA Manual, Chapter 2, section 2.3, and Figure 2.2) *Note: Some content requirements are a deviation from, and take precedence over, APA 7th ed. elements.*

- Title: The title shall be centered on the page and shall use title case and be typed in bold uppercase and lowercase letters. It shall be positioned in the top half of the page approximately 2-2.5 inches from the top of the paper.
- Author: The author's name shall be double-spaced and centered beneath the title.
- Assignment: The assignment name and/or number shall be double-spaced and centered.
- Course Number & Name: The course number, including section number, and name.
- Instructor: The name of instructor including prefix, when applicable (e.g. Dr.).
- Date: The due date for the assignment.

The following page provides a template for the title page.

Paper Title

Author's name

Assignment name and/or number (e.g. Assignment #1 Reference List)

Course number, section, & name (e.g. TMGT 590.01W Technology Management Seminar)

Instructor

Due Date

Abstract (reference APA Manual, sections 2.9, 3.3, and sample papers)

- Pagination: The abstract shall be on a new page (page 2)
- Heading: The label “**Abstract**” shall be typed in **bold** font, using uppercase and lowercase letters. It shall be centered on the page on the first line.
- Length: The abstract is a brief summary of the contents of the manuscript. The word limit is set by individual journals or publications. The abstract shall be limited to 150-250 words, unless specified otherwise by the instructor or author’s guidelines.
- Format: The abstract shall be typed as a single paragraph with no indentation, aligned flush-left.
- Line Spacing: Unless single-spacing is specified by your instructor, the abstract shall be double-spaced.

Keywords, as shown in the APA Manual sample paper, are not required unless inclusion is specified by the instructor.

Manuscript Body (reference APA Manual, sections 2.11, 2.26, 2.27, and sample papers)

- Pagination: The body of the paper shall be on a new page (page 3). Subsections of the manuscript body do not start on a new page.
- Headings: The paper title shall be centered on the first line on page 3. The paper title shall be boldfaced, centered, and is typed in title case using uppercase and lowercase letters. The introduction section is double-spaced beneath the title. It **does not require a heading label “Introduction”**. The remaining subsections of the text body shall follow the guidelines for heading levels outlined in the APA Manual, section 2.27.

Tables and Figures (reference APA Manual, chapter 7)

- Format: The format for tables and figures is provided in the APA Manual, chapter 7.
- Table Number & Title: Tables are numbered sequentially as they are presented in the text, beginning with Table 1. The table title is double-spaced beneath the table number. The table number is typed in bold, upper and lowercase letters. The table title is typed in italicized, upper and lowercase letters. The table number and title appear above the table, as shown below.
- Figure Number & Title: Figures are numbered sequentially as they are presented in the text, beginning with Figure 1. The figure title, or caption, provides an explanation of the figure. The figure number and caption appear in the same format as those for a table, as shown below. *Note: This is a change from APA 6th, and previous editions.*

Table 1/Figure 1

Summary of the Data Collected during Experiment 1

Table Data/Figure

Citations (reference APA Manual, chapter 8)

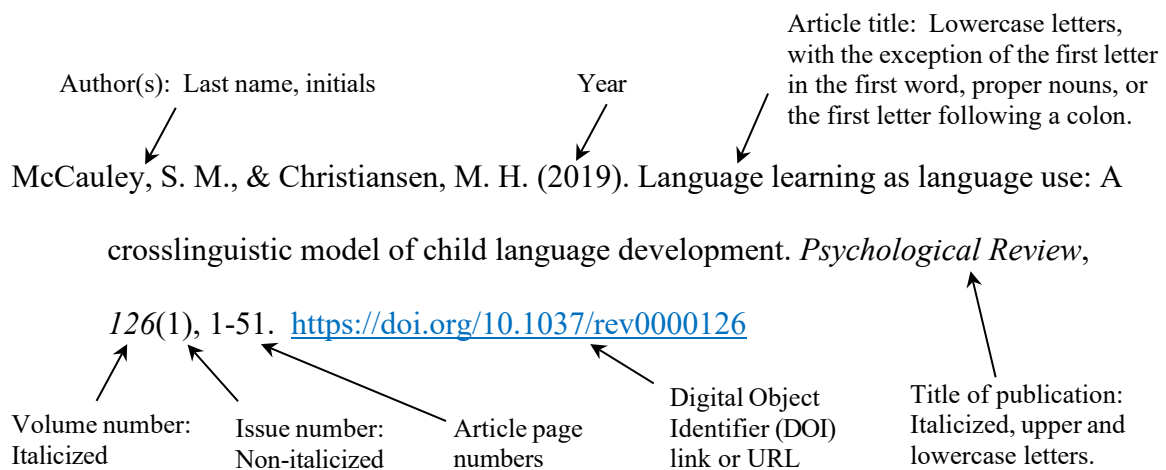
- **Format:** All references must be cited in the text using the APA *author-date citation system*. All references cited must be included in the reference list. Likewise, each entry in the reference list must be cited in the text. The guidelines for citations are provided in the APA Manual, chapter 8. Two basic examples of the author-date citation system are shown below.

Kinsler (2009) stated individuals are more likely to select engineering as a profession if they took higher level mathematics courses in high school.

Students who took higher level mathematics courses in high school are more likely to select engineering as a profession (Kinsler, 2009).

References (reference APA Manual, chapters 9, 10, section 9.43, and sample papers)

- **Pagination:** The reference list shall be on a new page following the last section of the manuscript body.
- **Heading:** The label “References” is typed in boldface, uppercase and lowercase letters. It shall be centered on the page on the first line.
- **Indentation:** Reference entries shall use a 0.5” hanging indent format. The first line of the reference is flush-left and all subsequent lines are indented 0.5” (5-7 spaces).
- **Format:** The references shall be double-spaced and arranged in alphabetical order following APA format outlined in the APA Manual, chapters 9 & 10. An example of a journal article reference is provided below with explanation.



- **Digital Object Identifier (DOI):** If a digital object identifier is assigned to an article, include the DOI URL, following the page numbers.
- **URL Address:** If an article is retrieved online, include the URL, “http://www.xxxxxxxx” following the page numbers.