

# Submission Guidelines

## Submission Preparation Checklist

- √ As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.
- √ The submission has not been previously published, nor is it before another proceeding for consideration (or an explanation has been provided in Comments to the Editor).
- √ The submission file is in Microsoft Word format.
- √ The text is 1.15 spaced; uses a 12-point font Times New Roman and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. **Do not exceed 12 pages** (including endnotes, references, supporting exhibits and any appendices).
- √ References should be listed alphabetically by author name at the end of the paper in conformance with journal style references requirements (APA Format) outlined in the Author Guidelines.

## Author Guidelines

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## Submitting Your Article

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