Manuscript Preparation Guidelines for *DePaul Discoveries*

Formatting Requirements for Submissions

- **IMPORTANT:** Follow the format of the template.
- Enter your article title, abstract, text, and so on, as the template indicates.
- Do not include page numbers, headers, or footers.
- Write your article in English.
- Submit your manuscript, including tables, figures, appendices, etc., as a single Word document.
- If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript (eps). All figures and tables should be integrated *before* the conclusion/discussion sections of the submission, preferably on the page they are first cited on.
- Included figures should be labeled (e.g. Fig. 1, Fig. 2) and put into the text as close as possible to their first reference within the manuscript without breaking up an idea or paragraph.
- Do not adjust margins.
- Spacing is 1.0 lines for the body of the text. There should be one (12pt.) space between paragraphs, figures, and tables, for clarity.
- Font size for the body of the text is set at 11 point.
- The font for the text is Times New Roman.
- Copyedit your manuscript
- When possible, there should be no pages where more than a quarter of the page is empty space.
- Document structure:

  1. Abstract – full justified
  2. Introduction – two columns, full justified
  3. Subsequent sections of the body of the article – two columns, full justified
  4. References –full justified

Additional Requirements

Indenting, Line Spacing, and Justification

- Do not "widow" or "orphan" text (i.e., ending a page with the first line of a paragraph or beginning a page with the last line of a paragraph).
- All text should be **full-justified**.

Language & Grammar

- All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.
- If used, foreign terms should be set in *italics* rather than underlined.
- Authors should use proper, English grammar. The *Elements of Style* by William Strunk, Jr. and E. B. White (now in its fourth edition) is the "standard" guide, but other excellent guides (e.g., *The Chicago Manual of Style*, University of Chicago Press) exist as well.

Article Length

- Because this journal publishes electronically, page limits are not as relevant as they are in the world of print publications. We are happy, therefore, to let authors take advantage of this greater "bandwidth" to include material that they might otherwise have to cut to get into a print journal. This said, authors should exercise some discretion with respect to length.

Colored text

- Set the **font color to black** for the majority of the text. We encourage authors to take advantage of the ability to use color in the production of figures, maps, etc. However, you need to appreciate that this will cause some of your readers problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.
- Please ensure that there are no colored mark-ups or comments in the final version, unless they are meant to be part of the final text. (You may need to "accept all changes" on the review tab and then turn off track changes by de-selecting it.)

Font

- Use Times New Roman or the closest comparable font available for the body of the text, except where special symbols are needed.
- The main body of text should be set in 11pt. Avoid the use of fonts smaller than 6pt.

Headings

- Headings (e.g. start of sections) should be distinguished from the main body text by the use of all caps and bold text. Subheadings should not be bold. There should be space above and below headings (12pt above, 6pt below).

Main text

- The font for the **main body** of text must be black and in Times New Roman or closest comparable font available.

Footnotes

- Footnotes should appear at the bottom of the page on which they are referenced rather than at the end of the paper. Footnotes should be in 10 pt. Times New Roman or closest comparable font available, they should be single spaced, and there should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix. All footnotes should be full-justified, unless this creates awkward spacing.
- Be sure to edit the footnotes that are already present in the template.

Tables and Figures

- To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1.5" margins on all sides (top, bottom, left and right) in both portrait and landscape view.

Mathematics

- Roman letters used in mathematical expressions as variables should be *italicized*. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text.
- Short mathematical expressions should be typed inline. Longer expressions should appear as display math. Also expressions using many different levels (e.g., such as the fractions) should be set as display math. Important definitions or concepts can also be set off as display math.
- Equations should be numbered sequentially. Whether equation numbers are on the right or left is the choice of the author(s). However, you are expected to be consistent in this.
- Symbols and notation in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but it will also help insure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document in PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.