

**Experience Magazine: Practice and Theory**  
**STYLE GUIDE FOR AUTHORS**

**Final Manuscript Submission and Format**

Please use Times New Roman 12-point type and the 8.5 X 11 page setting. The document should be double spaced throughout; place page numbers in the upper-right corner; and leave top and side margins of at least one inch.

**Page Length**

We are looking for articles of varying lengths. The minimum page length is 1,000 words and maximum page length is 10,000 words. Articles will be selected based upon a good mix of short, medium, and long article.

**Publication of Accepted Articles**

Accepted articles are copy-edited. Authors review edits in page proofs. The editorial team will contact you immediately after the senior editor assigns your work to an issue. If your work is accepted, please keep your assigned associate editor informed of changes of address and long absences.

**Front Pages Address**

For final versions, a title page should be added. Under the title of your work, list authors' names, university affiliations (university names only, NOT departments), and complete addresses.

**Acknowledgment**

If you wish to acknowledge financial support or other assistance, add a note at the bottom of your title page.

**Abstract**

An abstract of no more than 250 words and the title of the work go on page 2.

**Headings and Sections**

Experience Magazine uses only three levels of headings. Use boldface for all three. Main headings (all capital letters; centered) are first. Second-level headings (title-style letters; flush left) are next. Third-level headings (first letter of first word capitalized; indented; italicized; and run into paragraph) are next.

**Language**

Help your work to be accessible to Experience Magazine's wide-ranging readership by defining key technical terms. Avoid sexist or biased language that might be interpreted as denigrating. Write in the active voice ("They did it") instead of the passive voice ("It was done") to make it easy for readers to see who did what. Use the first person ("I" or "we") to describe what you, or you and your coauthors, did.

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### **Appendixes**

Present long but essential methodological details, such as the calculation of measures, in an appendix or appendixes. Be concise. Avoid exact reproductions of surveys. Label appendixes "APPENDIX A," "APPENDIX B," and so forth.

### **Tables, Graphics, and Figures**

Look at tables, graphics, and figures in published issues of Experience magazine to see preferred formats. Write to your assigned associate editor if you have questions. Use as many pages as you need to create tables and figures that match our formats. The preferred format for regular tables is Microsoft Word; however, WordPerfect and Acrobat PDF are also acceptable. Note that a straight Excel file is not currently an acceptable format. Excel files should be converted to a Word or PDF document before being uploaded. Tables that contain artwork or graphics must be submitted as illustrations in an acceptable format.

### **Citations**

These are your in-text and/or in-parentheses identifications of other research. Every work that has a citation needs to have a corresponding reference (see "References," below). Order citations alphabetically. Designate two or more works by one author (or by an identical group of authors) published in the same year by adding "a," "b," and so forth, after the year. See the "name and year" example above.

### **References**

References are your entries in the alphabetical list at the end of your article or research note. This list should include only work you have cited. Order works by an identical author by year of publication, listing the earliest first.

## **Thank You**

Your attention to the conventions described in this guide will be much appreciated, will increase the likelihood your submission will be favorably reviewed, and will make the work of everyone involved— you, the reviewers, the editors, and the readers—easier. Please contact Senior Editor Michael Sharp ([experience.magazine.ceia@gmail.com](mailto:experience.magazine.ceia@gmail.com) | 513.368.1198) with any questions or concerns.