

SSMA Proceedings Requirements for Formatting

Authors should follow the publication manual of the *American Psychological Association* (6th Edition) with headings positioned as authors intend and the tables and other graphics imbedded in appropriate places in the paper. The *APA* manual has many examples for citing information from electronic sources. See <http://www.apastyle.org/>.

Editor(s) will take the text you send and format the final Proceedings document. That task is much easier if, for example, you *do not use spaces in an attempt to align text*. Editors will have to remove all extraneous tabs and spaces, which can be a very time-consuming task. Please *use the formatting tools of your word processing program to set margins and indentations*, avoiding any extraneous spaces or tabs. It is also preferred that you *avoid inserting manual page breaks or line breaks*; that will be done where needed in the final editing.

To aid you in writing the paper, here are a few suggestions:

- Your paper should address and have the following headings for a **research paper**: (a) Introduction; (b) Objectives of the Study; (c) Theoretical Framework and/or Related Literature; (d) Methodology; (e) Results and Discussion; (f) Implications; (g) References
- Your paper should address and have the following headings for a **practitioner paper**: (a) Introduction; (b) Objectives/Purpose; (c) Instructional Framework, Theoretical Framework, Significance, and/or Related Literature; (d) Practice/Innovation you are describing in the paper; (e) Classroom examples; (f) Implications; (g) References
- All papers should not exceed 8 pages. References should be included in the 8-page length. This page length restriction will be strictly upheld for all submissions.
- Include an abstract less than 100 words should be included at the beginning of the paper (just below the title and author information).
- All submissions should be blinded. Once accepted, there will be opportunity to add in the identifying information.
- All margins should be one inch.
- All text should be in Garamond 12-point font with 1.5 line spacing with no extra lines between paragraphs.
- The titles of books and journals should be italicized, not underlined.
- Paragraphs should be indented ½ inch. Please use the word processing program settings to set margins and paragraph indentations.
- Please pay particular attention to your reference citations in the text and reference list. It is extremely time-consuming to copyedit papers and references when authors do not adhere to *APA* style. Your diligence in formatting citations, checking the accuracy of citations, and ensuring the completeness of the reference list is greatly appreciated.
- Do not use footnotes. Rather, place all notes at the end of the text but before the references as endnotes.
- Also do not use headers, footers, or page numbers. These will be added (as necessary) to be consistent throughout the document.
- All tables, figures, and graphics should be placed in the document as appropriate. As necessary, resize large tables or graphics so your document, when printed, does not exceed the maximum number of pages allowed for your paper.

Finally, center your title on the top of the first page in **bold** and all CAPS and position your name, affiliation and e-mail under the title and centered as well. If there are two or more authors position them under the title as well across the page with equal spacing between. See example below

Papers will be reviewed according to the following criteria:

Manuscript #	Reviewer #				
Criteria for review and evaluation	Low				High
Theoretical Framework and Related Literature	1	2	3	4	5
Methodology/Innovation/Practice	1	2	3	4	5
Statement and Discussion of Results/Classroom Examples	1	2	3	4	5
Clarity	1	2	3	4	5
Relevance to SSMA	1	2	3	4	5

Please see the Paper Template (practitioner or research) to aid writing your paper:

www.ssma.org/proceedings

Please note: Papers with significant formatting issues and/or grammatical issues will be returned to the author.

Please submit your paper in .doc or .docx format proceedings@ssma.org by August 1.