

## GUIDELINES FOR FINAL SUBMISSION – *International ResearchScape Journal*

Please type your article, using Microsoft Word.

### **Required format:**

Order: Header, Abstract, Body text, Notes, Bibliography.

No separate sections, divisions or font changes -- simple format so that the article can be reliably converted to PDF. Font for the entire article -- except title: Times New Roman, 12 points.

Title: Times New Roman, 14 and Bold

### **Header:**

Line 1: Title

Line 2: author

Line 3: blank

Line 4: abstract: 100 -200 words

### **Body text: (starts on line 6)**

All paragraphs double-spaced, no indent, blank line between paragraphs.

Long quotes or poems: indent each as a single-spaced paragraph.

Numbers of notes underlined and in parentheses (Times New Roman 12).

### **Notes:**

They must be in numerical order, to correspond with the footnote numbers in the text.

Number formatted in parentheses; each note should be considered a single paragraph, same font as above.

Follow MLA stylesheet rules. Leave a blank line between notes.

### **Bibliography:**

All items must be in alphabetical order by author, or journal:

Follow MLA stylesheet rules re. quotation marks and italics, etc.

Each item should be considered a single paragraph, same font as above.

Put blank lines between items.

Photos and paintings: Photos must be in .jpg, .gif or .bmp format. Do not include them within the Word document.