

TYPESSETTING OF PAPERS PREPARED FOR SCIENTIFIC INQUIRY

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This article outlines all the details on how to format your paper for submitting to *Scientific Inquiry*. If any part of this article is not clear, please forward your questions to the editorial office of *Scientific Inquiry* directly.

Keywords: Submission, preparation, format paper

1. PREPARATION OF THE TITLE PAGE

The main content of the paper starts here in font size 9, justified on both sides. This document is prepared according to this instruction.

All papers need to be prepared for page size “Letter (8.5 x 11 inches)” using Microsoft Word default page settings, except top and bottom margins set at 1.38 inches and left and right at 1.68 inches. Throughout each paper, use font Times New Roman.

1.1. The Title and Author Information

On the title page, skip 6 line spaces of font size 9 before the title of the article. Enter title using all capital letters, centered and boldfaced in font size 14. Then, skip a line space of font size 9.

On the next line, enter authors’ names in capital letters centered with superscript labeling a, b, c, ... If there is more than one author, a footnote marked by a * is inserted after the name of the corresponding author. If his/her mailing address is different of the one previously listed, enter the correct address in the footnote using font size 8. Then, skip a line space of font size 9.

Now enter each author’s affiliation or address in font size 9 (centered) attached with labels a, b, c, ..., corresponding to individual authors. This entire section needs to be italicized. Then, enter a line space of font size 9.

Centered and italicized in the next line, enter the date when the paper is submitted and date when the final form of the paper is sent in font size 8. If the second date is unknown, leave it the way as shown in this instruction. Next, enter a line space of font size 9 before the abstract.

1.2. The Abstract

The abstract will be entered using font size 8 followed by a line space of font size 9. Then, enter keywords in font size 8. Enter 4 line spaces of font size 9 before the first section head of the article.

* Corresponding author. Postal and e-mail addresses here, if different of the one given above.

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2. SECTION HEADS

Other than the first section head, all section and subsection heads are entered after two line spaces of font size 9 and followed by a line space of font size 9. Each section head is entered using font size 11 boldfaced capital letters. And, each subsection head boldfaced capital and lower case letters of font size 9. Don't indent the first paragraph in a section or a subsection and indent (1/4 inches) all other paragraphs.

Before and after a mathematical equation, a group of numbered or bulleted items, a definition, proposition, lemma, and a theorem, leave a line space of font size 9. Here, the word, definition, proposition, lemma, and/or theorem, needs to be all capitalized justified to the left.

All graphs and tables need to be inserted in the right places in the article without going out into the margin of the page.

Acknowledgement and References

Both acknowledgement and references will be seen as unnumbered subsections. Each reference is cited in the text as (MacDonald, 1998) using the first and second named authors' names and year of publication. For references by the same author, apply labels a, b, c, ..., behind publication year in both the reference list and citation in the text. References will be entered alphabetically at the end of the article using font size 8 as follows.

References

Surname 1, Initials, and Surname 2, Initials, (year) *Title of Book Italicized*. Publisher, place of publication.

Surname, Initials, (year) "Chapter title". In: *Title of Book*, (ed.) editor's surname, initials, publisher, place of publication, pages.

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