**TITLE (14-PT TIMES OR TIMES NEW ROMAN FONT, ALL BOLD, JUSTIFY LEFT)**

AuthorFirst AuthorLast

Affiliation

**ABSTRACT (12-POINT, ALL CAPS, ALL BOLD)**

*Italic 12-point Times New Roman or Times Font.*

**FIRST-LEVEL HEADING (12-POINT, ALL CAPS, BOLD)**

Authors (including co-authors) may only have one paper under consideration at CRISP at a time. After a terminal decision is made on the paper (i.e., "Accept" or "Reject") an author (or co-author) may submit another paper.

Before you begin typing, turn off all MS-Word auto-formatting.

Set-up the page as 8-1/2 x 11 (US Letter), with one-inch margins on all sides.

All paragraphs are single-spaced, justified-left only, with a single blank line between paragraphs and between headers and paragraphs.

Use only 12-point Times or Times New Roman font.

Do not use any symbols (spell out symbols such as "Chi-square").

Do not use curly or "smart" quotes. All quotes (single, double, and apostrophes) must be straight quotes.

Do not use MS-Word Styles. If you are not using this template, you must turn offfon all auto-formatting and styles. (Set the style to "Normal"; depending on your default settings, you may then need to set the fonts to Times or Times New Roman 12-point.

Do not use em- or en-dashes.

Do not use super- or sub-scripts.

Do not insert page-breaks or section-breaks. Let the text flow naturally.

Do not insert headers or footers (this includes page numbers).

Do not provide a word count or key words.

Do not use auto-numbering or auto-bulleting.

Do not use tabs or multiple spaces to place text in a particular position on a page.

Do not indent any text (see above, all text is justified left only).

All non-proprietary stimulus materials, instruments, and questionnaires must be included (usually in an appendix, following the REFERENCES section).

If you are conducting statistical analyses using analysis of variance methods (including ANOVA, OLS, SEM), you must include a correlation table for all variables in your analyses, that also indicates the mean, standard deviation, and number of cases for each variable.

**Second-Level Heading (12-Point, First Letter of Each Non-Article/Non-Preposition Word Capitalized, All Bold)**

Use APA or ASR citation styles (author last name and year of publication in text, with a "REFERENCES" section at the end of the paper.

***Third-Level Heading (12-Point, First Letter of Each Non-Article/Non-Preposition Word Capitalized, All Bold, All Italic)***

Why do we ask you to do this? CRISP does not have an operating budget. Its editor does not receive release time from regular research and teaching duties. CRISP has no paid staff. We must rely on authors to handle the formatting requirements.

Why not use MS-Word styles and auto-formatted text? Because these features of MS-Word do not translate well to HTML and do not display in a reliable manner across different platforms, systems, browsers, and browser versions. In addition, they unnecessarily inflate the size of the files. We rely on the University of Iowa to generously support CRISP by maintaining the server for the site. We need to respect that generosity by avoiding unnecessary consumption of server space.

What about Tables? You can use the MS-Word Table Editor (i.e., "Insert --> Table" function in Word, from the "Table" menu). Do not, however, merge cells to remove blank cells. It is hard to predict how the translator will handle merged cells and your table rows and columns may end up misaligned. Place your tables in the text immediately following the paragraph in which they are first mentioned.

What about Figures? They are rarely necessary and we discourage authors from including them because they tend to take up unnecessary space. Usually the elements of a figure can be explained through text and tables.

What about Footnotes? Avoid them. You rarely need them. If the information is important, it belongs in the text. If it is tangential, it probably does not belong in a scientific research article. In the rare event that notes are warranted, use endnotes. Indicate the note number in a square bracket in the text (e.g., [1]). Add an ENDNOTES section as indicated below, with the added information.

**REFERENCES (FIRST-LEVEL HEADING)**

Jones, Kelly. 2004. "Article Title," *Journal*, ##:pp.

Smith, Chris. 2003. *Book Title*, City: Publisher.

Please see recent articles on the CRISP Web site for more examples of acceptable citation formats.

**ENDNOTES (FIRST-LEVEL HEADING)**

[1] Use these only if they are truly necessary!

**APPENDIX A (FIRST-LEVEL HEADING)**

This is where you might place a questionnaire.

**APPENDIX B (FIRST-LEVEL HEADING)**

This is where you might place a correlation matrix.

**AUTHOR NOTE**

This is the place to acknowledge entities who helped you with your work: Individuals, institutions, or funding agencies

**AUTHOR BIOGRAPHY**

This is where you can put a few lines of information about yourself. Include your e-mail address. Do not include a postal mail address. For example:

Kelly Jones is an Assistant Professor of Social Psychology at the University of Iowa. Professor Jones conducts research on the self and identity. E-mail is: kelly-jones@someplace.edu.

If there are multiple authors, the author biographies should appear in order of authorship. Consult recent published articles on the CRISP Web site for other examples.