

## LOEX 2015 Proceedings Checklist

\*\*\*Use the template, “LOEX2015\_Proceedings\_Template.docx” for your article\*\*\*

*Many of the rules stated below (e.g., font size, font type) are already in place as a Styles Gallery in Word and are ready to be typed over/replaced with your actual content.*

- Article should be no more than 2500 words; this limit does not include: cover page, reference list or any *appendices, tables, or graphics*.
  - Limit these italicized elements to no more than approximately 3 total pages; if you feel it is necessary to exceed this limit, please e-mail [contact@loex.org](mailto:contact@loex.org)
- Cover Page:** Include the article title; up to 10 keywords; and the name and job position of the author(s), along with each person’s mailing address (for a free copy of the proceedings, once published).
  - The spelling and order of the author names on this page will be used in the table of contents and official citations
- No abstract is required or expected.
- On the article’s first page, put the article title (*20pt font, bold, Small caps*) and below it, the full name(s) of the author(s) (*14 pt font, bold, Small caps*)
- Footers:** Leave alone
  - LOEX editor will edit this, using the title and author name(s) you put on first page
- Headings:** Headings are in Small caps (*12 pt font, bold*) and Subheadings are not (*10 pt font*)
- Text Body:** Times New Roman, 10 pt
- Citation Style:** APA, 6<sup>th</sup> edition for in-text citations and for reference list.
  - APA does not recommend footnotes or endnotes, so please do not use them; if you have a concern regarding this, let us know.
- Tables and Figures:** In the body of the article, only type the label (e.g., “Table 1: Recall and Impact Scores in 2013 Study”) for any tables and/or figures that you want to include (*11 pt font, bold*). All actual images should be placed at the end of your article, with a label noting which table/figure it is (e.g., see “Table 1” on last page of template)
  - Make sure the image of each table/figure is as clear as possible (pasting it in special as a jpeg is usually sufficient, but use your judgment)
  - The actual placement of each table/figure image within the text body for final publication will be handled by a LOEX editor
- Appendix:** Put at end of article (see pages 4 and 5 of template)
  - Any font type or size is allowable for appendices (e.g., you have a handout for which you used 12-pt Calibri—that is fine).

**Submit your completed article, via email attachment, to [contact@loex.org](mailto:contact@loex.org)**

*If you unexpectedly run into problems formatting in Word (it can occasionally be tricky with font size/type and spacing), please either contact LOEX for advice or just do your best. The important part is well-written content—the text body, along with any images and appendices—that follow the citation style and length/amount parameters set above.*