

LOEX 2013 Proceedings Checklist

Use the template, “LOEX2013_Proceedings_Template.docx” for your article

Many of the rules stated below (e.g., font size, font type) are already in place 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*.
 - Please limit these italicized elements to no more than approximately 3 total pages; if you feel it is necessary to exceed this limit, please contact loex@emich.edu
- ☐ On ‘Cover Page’, put the article title, 10 keywords for later online publication, along with the name and job position of the author(s) along with each person’s mailing address to send the author(s) a free copy of the proceedings, once published.
 - The spelling and order of the author names on this cover 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 full 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 do this; based on the title and author name(s) you put on first page
- ☐ Headings: Primary 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, 6th edition for In-Text and for Reference List. APA does not recommend footnotes or endnotes, but if they must be used, follow [this](#)
- ☐ Tables and Figures: Only type in the body of the Word doc the label (e.g., “Table 1: Recall and Impact Scores in 2012 Study”) for any tables and/or figures that you want to include (*11 pt font, bold*). All actual images for each table and figure should be placed at the end of your article, with a label noting which table/figure it is (e.g., “Table 1”—see last page of template)
 - Please 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).

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.