LOEX 2018 Proceedings Checklist

Use the template, "LOEX2018_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*.
  - o Italicized elements should be limited to no more than approximately 3 total pages; if you feel it is necessary to exceed this limit, please e-mail 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).
  - o 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
  - o 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, 6th edition for in-text citations and for reference list.
  - o 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 from 2016 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 the last page of template)
  - o 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)
  - o 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)
  - o Any font type or size is allowable for appendices (e.g., you have a handout for which you used 12-pt Arial—that is fine).

Submit your completed article, via email attachment, to 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.