Reference Guidelines

For references to primary literature, use the following format:
Author(s) Last name (no comma) First and Middle initials, Last name (no comma) First and Middle initials. (Year of publication). “Title of Article.” Full Journal Name (in italics), Volume Number(Issue Number):Page Number/Range.

References to primary articles should not contain URLs, even if they were found online.
For other types of references, please use MLA format. For help with MLA citations, CitationMachine is a great resource.

Citations

For papers that DO NOT require page-specific references:
All references should be listed numerically at the end of the article, in the order in which they were used. Even if an article is referenced more than once, it need only be listed one time as a reference. References should be cited in the text of the article by offsetting the corresponding number(s) in brackets.

For papers that DO require page-specific references:
All references should be listed numerically at the end of the article, in the order in which they were used. Full references are only required the first time a work is referenced. Each subsequent page-specific citation should be listed as a separate reference which includes the author and page number of the work only (please do not use “Ibid.”). For papers that reference two separate works by the same author, you should also clearly indicate which work is being cited. References should be cited in the text of the article by offsetting the corresponding number(s) in brackets.

Example 1:
Mating is strongly facilitative of pair bonding, and when cohabitation periods are abbreviated, there is a nearly complete coincidence of sexual contact with pair bonding in control-group prairie voles (1, 2, 3).

The first reference for this article would appear:

Example 2:
As Kwame Appiah corroborates, “what I can do intentionally depends on what concepts I have available to me” [1]. Indeed by engaging in dialogue, we supply ourselves with the vehicles for self-expression that aid in identity formation. Appiah also refers to identification as the “process through which individuals shape their projects” [2].
2. Appiah, p. 66

Figures

1. All figures are to be submitted in electronic format.
2. Design figures for reduction to the column width of the journal. For some figures, two columns may be necessary; the author should use his or her judgment in determining whether a figure is suitable to be presented at either size. Please consult a copy of the most recent journal for column widths; the current column width is 3.625 inches for one column and 7.25 inches for two. If possible, prepare related figures as a group such that they may be printed down one column or across two.
3. All symbols, letters, etc. should be properly scaled to withstand reduction to the column width. Draw symbols and letter such that they will be at least 1.5 mm (1/16 in.) tall after reduction. So not use bold lettering and do not use gray lines for graphs. Select darker colors (reds, blues, greens) over lighter ones like yellows. Open symbols, such as \( \mathcal{L} \) or \( \mathcal{N} \), and characters such as “e” or “6”, should be large enough to withstand reduction. Do not space letters too closely. Make sure all periods and commas are discernible. All of these guidelines are provided such that the figures
bearing your name and printed in our journal appear as clearly, legibly, and professionally as possible. If there are questions about this, please ask your editor. The layout team is willing to work with you on preparing proper figures for publication.

4. Fonts should be sans serif (Arial). If possible, use only one typeface for all figures. Please use no more than two font sizes for each figure.

5. Graph lines, as well as line drawings and line art created electronically (such as with Microsoft Draw), should be in clear, bold lines that appropriately withstand reduction to the column width of the journal. Colored lines should be used only if necessary and should be in darker colors (reds, blues, greens). Filled symbols should be used in place of colors (closed circle instead of an open dot to withstand the size reduction).

6. Avoid gross disparities in the thickness of lines and in the sizes of symbols used to designate points on a line. Also, avoid the mixed usage of open, half-open, and closed symbols, as these tend to appear similar when reduced.

7. Backgrounds of all graphs should be white, without exception.

8. The axes of a graph should be followed by the units in parentheses. For example, if a graph shows a measurement of rainfall over the course of a year, the y-axis might read “rainfall (in)” and the y-axis might read “time (days).”

9. Graphs should be simple and self-explanatory; they should not require reference to the text for interpretation. Meanings of graph labels and axis titles should be understood by an average undergraduate reader who has not read the manuscript.

10. Notation and abbreviations in graphs and figures should be consistent with those used in the text.

11. Avoid large blank areas in graphs. These are uninteresting and often detract from the point of the graph. Whenever possible, graph only the range of coordinates for which there are data. Combining graphs often improves their presentation, but do not clutter the figures.

12. In your submission, identify each figure with the figure number referred to in the text, but do not include the figure number in the figure itself, in case the figures need to be reordered.

13. It is not necessary to position figures and graphics within the text at appropriate places, as all documents must be properly typeset during the layout process. If figures are not inserted at the appropriate places within the text, figures should be included in order at the end of the text, after the references. Please include placeholders for figures in the form.

14. Please provide captions for all figures. This information should precede each figure in the form “Figure 1: Insert caption here.”

15. When referencing figures in your manuscript, use the form [Figure 1].

16. If photographs are submitted, they should be of a quality suitable for publication. Remember that permission must be obtained for the use of all figures, graphics, and images that are not your own original work. This permission must be acknowledged in the manuscript (ideally in the caption) and the third-party rights holder must be identified.

17. Please keep all original figures, pictures, and graphics on hand in the event that the layout team needs to contact you for the highest quality version.