



TEMPLATE FOR THE PREPARATION OF PAPERS FOR ELECTRONIC PUBLISHING IN ACADEMIC JOURNAL

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Keywords: *keywords list (no more than 5)*

Abstract

The Rivier College Online Academic Journal will be published at the College Web site and on CD Rom. This is a brief guide to help you prepare manuscripts in a uniform style for this 'electronic' publication. It gives details of the preferred style and offers a template to ease paper preparation. Further details can be obtained from <http://www.rivier.edu/journal/> or by contacting the Journal Editor-in-Chief journal2@rivier.edu. Please include 'Manuscript Log Number' in the subject header of your message.

1 Title of Section (e.g. General Introduction)

This sample article is to show you how to prepare and submit manuscripts in a standard style for electronic publishing in the Rivier College Online Academic Journal. It illustrates the manuscript layout, and describes points you should notice before you submit your manuscripts.

The manuscripts will be in the Letter size with margins top 1.25 *inch*, left and right 0.75 *inch*, bottom 1 *inch*. A one-column format is used. The text should be Times Roman with 12-point font size.

2 Preparation and Submission of an Electronic Manuscript

2.1 Use of Templates

The manuscripts should be prepared, if possible, using the supplied template in the *Microsoft Word* (*doc*) format, which is available to download at the URL address <http://www.rivier.edu/journal/template.htm>.

The papers should conform in appearance to the example given here, in *doc* or *pdf* format, at the same address.

2.2 General Procedures for Submission

- The final, *doc* version (or *pdf* version) of your manuscript must be submitted to the Editor-in-Chief as an attachment to the e-mail message.
- The file name must be your manuscript log number, in a six digit format, followed by '.DOC' or '.PDF' in upper case. For example, manuscript 200509 would have the file name '200509.DOC' or '200509.PDF'. If you are not sure of the Log number for your manuscript, use your last name, e.g., 'SMITH.DOC' or 'SMITH.PDF'.

- The paper size must not exceed 2 MB and will be typically less than 1MB in size. Files larger than 2 MB will not be accepted for publication and will be returned to the author for revision.

2.3 Final Paper Format and Software Used

The manuscripts must be submitted in *doc* or *pdf* formats that are supported by Microsoft Word[®] and Adobe Acrobat[®] 5.0+.

You may submit manuscripts in the following formats for processing prior to mounting on the CD, but it would take extra time for online publishing and CD production:

1. WordPerfect[®] 12.0+.
2. Plain text. In this case if there are equations to be included authors should contact the Editor.
3. Hard copy for scanning. An image file will be produced which will be turned directly into *pdf*-formatted file without further editing. In this case send a good quality hard copy of the manuscript.

2.4 Diagrams and Figures

Care should be taken over the preparation of diagrams and figures, which should incorporate colors where it adds to the presentation. Figures will be entered in one column and should be *7-inch* total wide. A minimum line width of 1 point is required *at actual size*. Annotations should be in 10 point with the first letter only capitalized. The figure caption should be preceded by 'Fig.' followed by the figure number. For example, 'Fig. 10. The Statistical Data ...'.

2.5 Photographs and illustrations

Authors should recognize the possibility for full color publishing of photographs and illustrations. Image files should be optimized to minimize size without compromising the quality. The figures should have a resolution of 300 dpi.

2.6 Equations

Using the appropriate editor each equation should occur on a new line with uniform spacing from adjacent text as indicated in this template. The equations, where they are referred to in the text, should be numbered sequentially and their identifier enclosed in parenthesis, right justified. The symbols, where referred to in the text, should be italicized.

$$E=mc^2 \quad (1)$$

3 General Style Preferences

3.1 Style of Writing

Manuscripts are accepted on the basis that they may be edited for style and language. The author himself is responsible for the correctness of the scientific content. Full-length papers will be reviewed by at least two reviewers.

Abbreviations should be spelt out in full the first time they appear and their abbreviated form included in brackets immediately after. Words used in a special context should appear between single quotation marks the first time they appear.

3.2 Manuscript Length / File Size

Manuscripts should normally not exceed 15 pages including illustrations.

The electronic submission file should not exceed 2 Megabyte in length. Typically, most papers will be less than 1MB in size.

3.3 References

3.3.1 Description

The papers in the reference list must be cited in the text. In the text the citation should appear in square brackets “[]”, as in, for example, ‘the yellow dog has been shown to jump the black cat [5] but not when...’. In the Reference list the font should be Times New Roman with 10-point size. The Author name list should be terminated by a ‘full stop’. The citation number should be enclosed in brackets.

Book titles should be in *italics*, followed by a ‘full stop’. Proceedings or journal titles should be in *italics*. Only the first letter of the title should be capitalised in the article name. For instance, see the example below.

3.3.2 Example

References

- [1] Jones, B., Brown, J., and Smith J. *The title of the book*. 1st edition, Publisher, 2005.
- [2] Jones, B., Brown, J., and Smith J. The title of the conference paper. *Proc Conference title*, where it took place, Vol. 6, paper number, pp 9-17, 2005.
- [3] Jones, B., Brown, J., and Smith J. The title of the journal paper. *Journal Name*, Vol. 3, No. 4, pp 101-121, 2005.

4 Archiving

The Rivier College Online Academic Journal CD Rom will have an ISBN number and an archive copy will be deposited in the Regina Library of Rivier College.

5 Sending Your Electronic Manuscript & Contacting the Journal Editor-in-Chief

Please refer to section 2.2 and follow the submission method described there.

Please include 'Manuscript Log Number' in the subject header of email messages to the Editor-in-Chief journal2@rivier.edu.

Only if you do not have web access the electronic files may also be sent by mail on 1.44" floppy disk or CD/CDRW disk, to the address:

**Editor-in-Chief
Online Academic Journal
Rivier College
420 South Main Street
Nashua, NH 03060-5086
USA**

6 Submission Dates

The final date for the receipt of the electronic manuscripts (as an attachment to the e-mail message) by the Editor-in-Chief is noon (12:00 PM) on 10th October 2005 (for Volume 1, Number 1 issue) or 25th February 2006 (for Volume 2, Number 1 issue). The e-mail sending process includes a timestamp, which identifies the submission date.