

## **Manuscript Information**

**1.** The submitted manuscripts must be double spaced on 8½ x 11” paper and using the margins of the printed journal which are:

Top 1.6”

Bottom 1.6”

Left 1.75”

Right 1.75”

Font sizes (Times New Roman) are as follows:

Title ----- 14 pt bold

Authors----- 12 pt bold

Author affiliation --- 10 pt italics

Section headings ---- 12 pt bold

Abstract text ----- 10 pt bold

Text ----- 10 pt

No running heads/page numbers are required.

**2.** The first page should contain the descriptive title followed by name(s) of author(s) and their affiliations exactly as they appear in the printed journal. Additional information such as manuscript number, source of funds, etc. are footnoted at the bottom of the page.

**3.** The ABSTRACT should summarize the procedures and results in less than 200 words, followed by KEY WORDS for indexing.

**4.** The INTRODUCTION is to include a review of literature and a statement of study objectives.

**5.** The description of procedures follows, usually in a MATERIALS AND METHODS section.

**6.** The RESULTS section should include a report of the observations or results followed by or including discussion, recommendations, and/or conclusions. The author may choose to include a separate DISCUSSION section, a combined RESULTS AND DISCUSSION section or other sections as appropriate.

**7.** The REFERENCE section should list the literature cited in the paper in alphabetical order by author. All citations in the manuscript should follow the author-date system.

**8.** Tables must fit the margins of the printed journal as given above and be embedded in the text at the appropriate location. Tables are to be numbered consecutively according to their placement in the text.

**9.** Figures (photographs, graphs, charts, and diagrams) must conform to the margins given above and be embedded in the text at the appropriate location. Figures are to be

numbered consecutively according to their placement in the text with captions placed below the figure itself.

**10.** Either the English or Metric system may be used to express weights and other measurements. However, the same system must be used consistently throughout the manuscript.

**11.** When a manuscript has been accepted for publication, the author must submit a final single spaced version as an MSWord file via e-mail.

**12.** For questions regarding style, authors should consult the latest volume of the Journal or their associate editor or the TXJANR secretary. [jhrichmond@tarleton.edu](mailto:jhrichmond@tarleton.edu)