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**Abstract**

Include your abstract here. A concise and factual abstract is required (150-250 words). The abstract shall state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the body, so it must be able to stand alone. References should therefore be avoided but, if essential, they must be cited in full, without reference to the reference list. Please delete these instructions before submitting your manuscript.

**Key Words: (Capital, Comma, Punctuation, remove text in parenthesis)**

Immediately after the abstract, provide three to five keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. Please delete these instructions before submitting your manuscript.

# **Introduction**

# **(Do not remove the “Introduction” heading but remove this instruction)**

Portions of this template was developed by Paul Rose of Southern Illinois University Edwardsville. To make the template more practical for typical class papers, we have made minor alterations to Dr. Rose’s template. To use this template, begin the body of your manuscript (your **introduction**) as the first paragraph beneath the title. Add your text and delete the placeholder text used in the template.

Submissions shall be a minimum of 4,000 words with no maximum page limit. The word count includes the main body of text, notes, references and the headers of tables and figures. It does not include the Title page, Abstract or Author Biography. Manuscripts less than 4,000 words will be returned without review.

APA style specifies that major components of the paper (abstract, body, references, etc.) each begin on a new page. The body of the text is divided into sections with headings such as Method, Results, and Discussion. For an example of a paper properly formatted per the APA Manual, Seventh Edition, go to <https://www.isu.edu/media/libraries/student-success/tutoring/handouts-writing/using-sources/APA7--Sample-Paper.pdf>

Some papers have multiple studies in them so the body could have multiple sections and subsections within it.

Sections can be further divided into subsections with headings. An example is a Method section divided into Participants, Materials, and Procedure subsections.

# **Literature Review**

# **(Do not remove the “Literature Review” heading but remove this instruction)**

This section is for your literature review. All manuscripts must have a literature review. Level 1 heading (sentence case, bold font, separate line) is used for major sections of a paper such as the Abstract, Introduction, Literature Review, Methodology, Results, Discussion, Recommendations, Conclusion and Reference sections.

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# **Methodology**

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This section discusses the methodology used. All manuscripts must have a methodology section.

# **Results**

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This section is for the results of any new studies conducted. Not all manuscripts will have a results section.

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This section is to discuss the research limitations. All manuscripts must have a limitations section.

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# **Conclusion**

# **(Remove the “Conclusion” heading if not used and remove this instruction)**

This section is for you conclusion. The conclusion section is optional.

**References**

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**Appendix**

The appendix is not required. If your manuscript has an appendix it must go at the end of the manuscript after the Reference Section, but before the Author Biography. Heading level 1, sentence case capitals, bold 12pt. font, centered.

**Tables and Figures**

Tables and figures must be on separate pages at the end of the text (typical format for papers being submitted for publication) then the manuscript order is Title Page, Abstract, Body Text, Reference Section, Appendix (if any) , Tables and Figures and Author Biography. Heading level 1, sentence case capitals, bold 12pt. font, centered.

APA format for tables omits the gridlines. See the APA Quick Reference Guide for table formatting rules. In addition, if you need instruction on creating tables in Word, you’ll find a variety of helpful videos posted on YouTube. The following tutorial is recommended for creating tables in Word <https://www.youtube.com/watch?v=Xt_2ohUL9BI>

**Table 1**

***Correlations Among and Descriptive Statistics for Key Study Variables***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | *M* (*SD*) | Sex | Age | Income | Educ. | Relig. | Dist. Intol. |
| Sex | 1.53 (.50) |  | .07 | -.09 | .02 | .14 | .06 |
| Age | 31.88 (10.29) |  |  | .08 | .19\* | .20\* | .01 |
| Income | 2.60 (1.57) |  |  |  | .04 | -.14 | -.09 |
| Education | 3.44 (1.06) |  |  |  |  | -.29\* | -.06 |
| Relig. | 1.21 (.30) |  |  |  |  |  | -.19\* |
| Dist. Intol. | 3.75 (1.19) |  |  |  |  |  |  |

*Note. N*’s range from 107 to 109 due to occasional missing data. For sex, 0 = male, 1 = female. BHF = babies hoped for. Dist. Intol. = distress intolerance. Relig. = religiosity.\* *p* < .05.

# ***Figure 1.* This simple path model, adapted from results in a *Journal of Consumer Behaviour* paper, is an example of a figure.**

Alcohol Consumption

Frugality

Amount that Gets Spent on Alcohol

# **Author Biography (do not remove “Author Biography” heading but remove this instruction)**

# First Name Last Name state your profession and employer. And then continue to use single space, Calibri, 12pt font. There is a 200-word maximum per author biography.

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