Arkansas Aerospace Journal (AAJ)
Writing Style Guide

Note: For questions not addressed here, please contact the *Journal* editors:
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MISSION AND STATMENT
Arkansas Aerospace Journal is published annually, a place for Arkansas undergraduates to disseminate research funded by Arkansas Space Grant Consortium

SUBMISSION STYLE
For an up-to-date word document template illustrating the style please visit http://asgc.ualr.edu/AAJ (under construction)

SUBMISSION POLICY
The manuscripts are due each year by the symposium date. Please include cover sheet with your submission. A complete submission consists of:

(a). The main manuscript, in a single column format consisting of the following:
- The Abstract
- The Introduction
- Body: The Methods & Materials Section (with Figures, Tables, Equations etc...)
- The Results Section
- The Discussion and Conclusion Section
- References

(b). One page abstract/summary as follows:
- Authors names
- Institution
- Field: Physics, Chemistry, Biology, Engineering, Geology, Psychology, or interdisciplinary.
- Email address of the corresponding author
- Abstract body (11 point, 16 lines maximum)

HEADING INFORMATION

1. ***Titles.***

Titles should be brief descriptions of the research done. Capitalize the first and last words and all major words of the title only. No acronyms should be used. The title should not end with a period.

2. ***Author Listing***

Start a new line after the title. Start a new line after all authors and their institutional information and before the abstract text. Write all authors' names (students and mentors) in title case, and list student authors first. Arrange authors alphabetically by last name from a single institution and follow with the group's institutional information.
Enclose institutional information in the following line; the school name, the city followed by a comma, the state's two-letter postal service abbreviation followed by a space and the ZIP code. Separate the institutional information from the next name with a comma. End the complete list of authors and their institutional information with a period.

Example: One student, one mentor

Title of the Paper Here – centered, 14 point, bold
Student Name, Mentor Name – centered, 12 point
School Name, City, AR 71753 – centered, 10 point

3. ***File Size***

The whole file (including text and pics within) cannot be greater than 1MB.

GENERAL INFORMATION / SETUP

1. ***Word Processing Software***.
   Abstracts and papers must be submitted in MS Word only.

2. ***Images.***
   Figures and tables should be placed throughout the document with their associated captions, unless otherwise specified by the laboratory.

3. ***Page Setup, Margins and Font Choices***.
   The style is consistent with formatting of Journal of Arkansas Academy of Science.
   Single-space papers. Single space abstracts and contain in one paragraph. Format submissions with one inch for all margins, two columns justified; use MS Word's align text to both left and right option (Crtl+J). The distance between columns should be 0.5 inches. Do indent at the beginning of each paragraph. Indent paragraphs and subheadings 0.25 inches, Use 11 point font in Times New Roman for text. Fonts for the rest of the manuscript must be such as:

   a) Title: 14 point, bold, centered
   b) Authors' names: 12 point, normal, centered
   c) Authors' addresses: 10 point, italic, centered
   d) Main text: 11 point, justified left and right
   e) Figure captions: 9 point, normal
   f) Table captions: 11 point normal
   f) Section headings: 11 point, bold, flush left on a separate line
   g) Subheadings: 11 point, bold, italic and flush left on a separate line
   h**.** Top and Bottom margins should be set at 0.9inches; Left and Right margins, 0.6 inches.

Spelling and Grammar.

For spelling references, consult *Webster's New World Dictionary*. When there are variant spellings offered by this dictionary, always choose the first spelling. Do run a spell check before final submission.

FORMATTING, General Comments

Special characters.

For special characters or symbols (degree signs, primes, dashes, exponentials), it is recommended that you insert the symbol found in MS Word. The use of MathType to edit and write equation is also recommended

Abbreviation of Elements.

When referring to elements found on the Periodic Table, use of the letter(s) abbreviation is acceptable, however, spelling out the element at first use is preferred for ease of reading.
Nitrogen (N) (preferred) rather than N (acceptable)

TEXT AND WORD USAGE

Acronyms.

Spell out the acronym the first time it appears in an abstract and again the first time it appears in the body of the paper, followed by the acronym in parentheses: (Southern Arkansas University (SAU)). Form the plural of an acronym using "s" only and the possessive using an apostrophe. Acronyms may be used in captions.

Italics and Latin words

Italicize all variables. ($mx + b = y$ where $m = 7$, $E = mc^2$)

The Latin names of plants and animals (scientific terminology, genus and species) are also italicized. After the first use of the genus name, it may be abbreviated to a single capital letter in italics. (*Escherichia coli* at first use and *E. coli* thereafter).

Numbers - Ratios and Units.

(1) Spell out units in text without quantities. (The weight is recorded in kilograms.)
(2) Good sense should be used when single digit numbers are part of a collection of numbers larger than 10, when numbers are accompanied by units or when ease of reading would benefit from their use. Maintaining consistency within the immediate context should also be a guiding principle. Always add zero before decimals (0.1, 0.174)
(3) For ordinals, use the superscripted form (except for dates as noted in e. below) (10th 1st 100th *n* th)
(4) Dates are written with the superscripted form when stating the date "of a month" but no ordinal if the month is listed first. (the 10th of July July 10)
(5) A space, not a comma, separates groups of three digits, whether to the left or the right of the decimal point. (10 000 not 10,000)
(6) No spaces before and after a colon or forward slash in a ratio. (23:45 or 23/45)
(7) Use a space between a number and the unit (45 km 5.3 L 220 V 85 g)
(8) No space is used between a number and the percent sign. Use the % sign instead of the word "percent," unless it starts a sentence. (100%)
(9) A space separates the number from the degree sign and scale used for degrees Celsius. Use Word's degree sign (27 °C 10 °C 10.5 °C)

Identifying Tables and Figures.

Capitalize the words Table(s) and Figure(s) when referring to tables and figures in the text of the paper.

Citations and Biography.