

**Formatting Instructions for the
Journal of Instructional Techniques in Finance
(updated September 2009)**

Documents prepared for the JITF should be created in Microsoft Word using Times New Roman 10 point text, single spaced, justified. ALL AUTOFORMATTING SHOULD BE TURNED OFF. Do this by clicking the Office2007 button, select "word options", then "proofing", then "autocorrect options". On all tabs, un-select all boxes and apply your changes. If you created your document with autoformat ON, however, your previous autoformatting will remain (if you are able to *unformat* an autoformatted document in MS word, then you are more accomplished than our editorial staff). If all else fails, save your document as a plain text document and then open it using your MS word with autoformatting turned off, then re-create the document according to these guidelines.

Save your document using the MS word 97-2003 option (.doc) using author names, in order, separated by hyphens:

smith-jones-brown.doc

Use one-inch margins all around. Single space the text, with no space added between lines. You will have to change the windows default to accomplish this. DO NOT DOUBLE-SPACEBAR BETWEEN SENTENCES OR DOUBLE SPACE BETWEEN PARAGRAPHS.

Use italics for emphasis, not underlines. Use of boldface should be avoided.

Indent paragraphs using a single half-inch tab. Do not use styles or paragraph settings; **Use the tab.**

Do not use the spacebar to make your text look pretty. Use tabs.

Do not use automated features. Footnotes, for example, should not be used. Do not use the automated endnotes, either. If you must use notes, just insert a superscripted mark. Then, at the end of the document, just type the notations as endnotes.

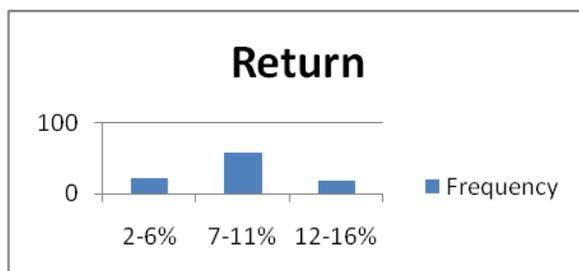
Headings and subheadings: The title of your manuscript should be centered, capitalized, and boldfaced. Level one headings should be centered, capitalized, and boldfaced. Level two headings should be left justified and boldfaced. Avoid further subheadings. Insert a space above and below each heading or subheading.

Create an introductory paragraph in italics, two spaces below your title, with no heading.

Render any formulas in a professional look using MS Equation or similar editor. We provide services for scanning or rendering if you need it, for a fee.

Inserts should be labeled "Figure," "Table," or "Exhibit," whichever is appropriate. They should be categorically numbered for reference. Property of other entities may not be used without the owner's permission. Base documents may be required in the event that inserts are not readable or adjustable (example- the original Excel document from which an income statement came). For a consistent look, please type the insert number and title (required) in bold red for each insert, followed by the insert:

Exhibit 3. Delang Corporation Return Distribution.



Simpler, cleaner tables and exhibits are preferable. Dark blue or dark green text can be used in inserts, if desired. inserts must adhere to vertical format. Horizontal format is not consistent with the JITF. Do not place more information in an insert than can be easily read. Tiny font sizes are not allowed. Gridlines are not allowed- tables should be made clear enough without gridlines to convey the information

References and citations should be prepared in APA format, with the following differences: 1) use italics instead of underlines 2) capitalize major words in titles 3) avoid references or citations involving online URL's that are not permanent (thus, for a permanent URL, the date you downloaded the information is irrelevant- don't list it). Reference base publications when possible, not the online source. For JITF, lengthy reference lists are usually unnecessary, just by the nature of the articles we publish.

Reference material created by you and supplemental to your article may be made available on our website. Check with the editor to ask about or arrange this.

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