

Articles published in the JSTAE adhere to the standards in the sixth edition of the *Publication Manual of the American Psychological Association* (2010). When preparing a manuscript, we recommend that authors refer to section 8.03 for guidance. The following are specific APA issues JSTAE authors frequently encounter.

**Formatting:** The page layout for JSTAE is portrait orientation. All submissions must be formatted in portrait layout. We cannot publish a paper or visual submission with a bleed; all submissions must have at least a ½ inch margin on all sides.

**Figures and Tables:** The JSTAE accepts a wide variety of submissions, such as photo essays and other non-traditional formats, but it is important that all images, figures, and tables be clearly labeled and numbered, and that they are referred to in the body of the text. In general, please adhere to the standards described in section 5.01-5.30 of the *Publication Manual*, and in particular, see Section 5.20, which states that if a figure or image does not “add substantively to the understanding of the paper or duplicates other elements of the paper, it should not be included.” (APA, 2010, p. 152). At the JSTAE, we recommend including five or fewer figures and tables, unless there is a strong justification for more, such as in the case of a photo essay.

**Supplemental Content:** If submitting accompanying materials with your manuscript, such as video (JPEG), audio (MP3), or other similar material, the submission website allows for the upload of these near the end of the submission process. Please keep in mind that due to the nature of the review process, which is completed via the internet, that not all computers and internet connections are created equally, which means some reviewers will not be able to easily view and open supplemental content if it is submitted in an uncommon file format, or if the files are too large (see section 2.13).

**Citing data/personal communications:** Personal communications, which include conversations, emails, text messages, or similar communications between an author and research participant, are not included in the reference list, but must be cited according to the standards in section 6.20 of the *Publication Manual*. For instance: (Benjamin Franklin, personal communication, July 4, 1776)

**Footnotes & Endnotes:** The JSTAE uses footnotes, rather than endnotes. When deciding whether or not to include a footnote, it is important to consider whether or not the information is too lengthy or complicated, because it may be more appropriate to either include it in the body of the text or to omit it entirely (see section 2.12). We can accommodate approximately 5-8 footnotes per submission.

**Appendices:** Like figures and tables, it is imperative that appendices are properly labeled and clearly referenced in the body of the text in such a way as to indicate the relevance of the appendix. Appendices are rarely included in JSTAE publications, so please take care in preparing appendices if they are submitted (see section 2.13).

### Reference

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association.