Initial Manuscript Preparation Instructions

All submissions must be divided into appropriate, titled sections and subsections for reader ease. Sections should begin with the appropriate keyword or section title. Use Heading Level 2 for all keywords and section heads.

Required keywords/section heads for all submissions are as follows:

> **Title**
>
> **Main Text**
>
> **References and Notes**

Additional sections and subsections can be used if needed:

> **Abstract** (where required; not all submissions will include abstracts, so do not use this header if your submission does not require including an abstract)
>
> **Acknowledgements**
>
> **List of Supplementary Materials**

Other sub-headings can be used if they will be helpful for readers to understand the flow of the article (e.g., Methods, Materials, Statistical Analyses, etc.). Use Heading Level 3 for such secondary headings.

Note: Because the Journal uses a blinded peer review method, the initial manuscript must not contain information that directly identifies any of the authors or their affiliations. Authors' names and institutional affiliations will be added after a manuscript is accepted for publication.

Style Requirements

MLA Style Requirements. The *Research Development Review* has adopted the publication style manual of the Modern Language Association (MLA) as the guide to follow when submitting manuscripts. Copies are available in most public and university libraries or through most university psychology departments. Reference information: the MLA Handbook is published by the Modern Language Association. The URL links below provide additional information and assistance for MLA style requirements.

https://www.amazon.com/Handbook-Modern-Language-Association-America/dp/1603293515

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html

Formatting Specifics

Manuscripts must be submitted (including tables and figures) in English, in single-spaced copy. Standard American or UK English usage and spelling are the norm, the latter for authors from UK English-speaking communities. When naming other people, authors should use the name that person prefers (if known or discoverable), or, in the case of historical figures, the name that is most commonly associated with the person. Formatting for tables and figures is covered below under

Graphics Requirements. All manuscripts must use one-inch margins throughout. Authors are to submit all materials in an electronic format compatible with Word for MacOS or Windows. It is the author's responsibility to ensure software compatibility for both text and graphics. Manuscripts should not contain any specialized formats, automatic styles, or other such features not capable of being easily translated between computing platforms or unable to be shaped by the Journal's technicians or editorial staff.

Electronic Submission. All manuscripts must be submitted through the InfoReady online portal as Word documents, whether formatted for MacOS and/or Windows. See directions below regarding graphics. Authors may wish to review examples of previously published articles as guides.

Line Numbering. Initial manuscripts should include line numbers as an aid to reviewers and copy editors. To turn on line numbering in Word, navigate to the Layout menu. In the Page Setup section, select the Line Numbers dropdown and choose the Restart Each Page option. Line numbers will be removed when proofs are returned to the corresponding author before the submission is published.

Typeface. Use Times New Roman 12pt font. Use italics for emphasis, in conformity with MLA style guidelines.

Headers and Footers. Do not use headers or footers in manuscripts, but do paginate the initial manuscript (using the manuscript header; place the page numbers flush with the right margin in the header, in the same size as the body text) as an aid to reviewers and copy editors. The accepted version will be paginated according to the volume of the Journal in which it appears. Do not use footnotes; see guidance below for references and endnotes.

Punctuation. Follow MLA style guidelines for use of punctuation. Additionally, avoid overusing double quotation marks around words: use them only the first time an ironic comment is coined. Introduce a key or new technical term in italics.

References and Endnotes. Except as specified below, follow the MLA style guidelines for references and endnotes. Where the Journal's style conflicts with MLA guidelines, the Journal's style guidelines take precedence.

Do not create separate sections for Notes (or Endnotes) and Works Cited. Use superscripted Arabic numerals, beginning with 1 and continuing sequentially throughout the manuscript, for each citation and explanatory note.

At the end of the manuscript, start a new section on a separate page following the last portion of the manuscript text. Title this section References and Notes, and use the Header 1 style prescribed by the MLA style guidelines. Place the section title at the left margin and add at least 6 points (or one blank line) of space after the heading before beginning the list of notes.

The References and Notes section must have the same margins, font and type size, and line spacing as the manuscript's body text. Begin each note with the note number, followed by a period. Place the note number flush with the left margin and put one space after the period following the note number. For notes longer than a single line, each subsequent line should be indented by at least 0.25 inch. Add at least 6 points of space (or one blank line) after each note before beginning the next one. For each note, follow the appropriate MLA style guidelines for bibliographic citations, content, punctuation, etc.

Graphics Requirements

Authors may handle graphics, figures, tables, schemes, etc. (hereafter, "graphics"), in either of two ways:

1. Place each graphic in the manuscript text at the point where it should appear in the final published version. This is normally at or as near as practical to the point in the text where the graphic is first mentioned or discussed.
2. Alternatively, authors may place all graphics, in the order in which they should appear in the final published version, at the end of the manuscript. Begin this section on a new page at the end of the manuscript, following the last paragraph of the endnotes section (or after the end of the body text if there are no notes), and place each graphic, accompanied by its caption and any notes, each on a separate page. In the body of the text, embed a "stage direction" just before the point at which each graphic should appear. Each such stage direction should be in boldface and italic type, enclosed within parentheses, and centered on the line to assist the production team when shaping copy, as shown in the following example:

(Insert Table X or Figure X here)

Graphics may be in color or grayscale/black-and-white, as necessary or appropriate. Graphics files should be in JPG, PNG, EPS, or TIFF format, ideally at least 300 dpi, and sized so they are clearly and easily legible at no more than 100% magnification. Manuscripts with graphics that do not conform to these requirements may be returned for revision, or may require consultation with the Managing Editor(s) for Publication and Design after acceptance, which may lengthen the time to publication. The authors are solely responsible for making any necessary changes to graphics, tables, formulae, etc. Avoid using commercial references or logos in figures and be sure to acknowledge the source of all graphics that were not created by the author(s) of the manuscript.

Identify all graphics consecutively by number, using Arabic numerals, preceded by the appropriate type designation (i.e., "Figure," "Table," "Equation," etc.). All text within graphics, including labels, captions, notes, etc., must be in Times New Roman font and sized at 10 points or more.

Place table titles on a separate line above the table itself, with at least 6 points of space (or one blank line) between the title and the table. Place any notes to a table, and all captions for figures, equations, schemes, examples, etc., beginning on a new line directly underneath the graphic in question. Titles and captions for graphics begin flush with the left margin. Place a period after the Arabic numeral denoting the sequence of each graphic, and continue the title or caption on the same line. Capitalize each word in titles; otherwise, use sentence case for notes and captions. Italicize table titles and figure captions to set them off from body text.

If questions or concerns arise regarding graphics once a manuscript reaches the production team, the Managing Editor(s) for Publication and Design will contact the corresponding author to resolve them.