Formatting Guidelines for
Journal of Human Sciences and Extension

This document provides details on typesetting and layout requirements for formatting manuscripts accepted for publication in *Journal of Human Sciences and Extension*. All manuscripts must conform to WCAG 2.1 Level AA standards.

Title and Author Information:

1) Space text at 1.15 lines (NOT single- or double-spaced)

2) Title in Calibri 16-pt font, **bold**

3) Begins on top/first line of page – do NOT insert blank lines before title.

4) Insert blank line before authors' names – blank lines created by inserting 12-pt line spacing (NOT hard returns)

5) Authors' names in Calibri 12-pt font, **bold**

6) University/Institution name(s) in Calibri 12-pt font, *italics*. If all authors are from the same institution, list the institution after the last author. If authors are from different institutions, list author on one line, institution on the next line, insert a blank line, then list next author on a line, institution on the next line, insert a blank line, etc.

7) Do NOT include author's degree

8) Insert a blank line after last institution – using 12-pt line spacing

Abstract and Body of Manuscript:

1) Length of Abstract is 200 words or less and is italicized.

2) Include keywords after the Abstract. Format as:

Keywords: word, word, word, word

3) Abstract and keyword list are indented .5" from both right and left margins.

4) Use Calibri 12-pt font (journal-specific guideline).

5) Space text at 1.15 lines (NOT single- or double-spaced) (journal-specific guideline).

6) Paragraphs are not indented; instead, use 12-pt line spacing between paragraphs.

7) Use only **one** space after sentence-ending punctuation and colons.

8) Use the Styles feature to create headings (black font, 12-pt Times New Roman). The manuscript title is NOT considered a heading. Heading Levels are as follows:

- Level 1: Centered, **Bold**, Key words capitalized (title case), black font, 12-pt line spacing before and after
- Level 2: Flush Left, **Bold**, Key words capitalized (title case), black font, 12-pt line spacing before and after
- Level 3: Flush Left, ***Bold Italic***, Key words capitalized (title case), black font, 12-pt line spacing before and after
- Level 4: Indent, **Bold**, Key words capitalized (title case), black font, ends with a period (becomes part of the subsequent paragraph)
- Level 5: Indent, ***Bold Italic***, Key words capitalized (title case), black font, ends with a period (becomes part of the subsequent paragraph)

9) Use descriptive hyperlinks in text rather than raw URLs.

10) Include a brief bio (2 sentences) for each author after the Reference section with no heading for bios. Within the bio, indicate who will be the corresponding author for questions from readers.

11) Acknowledgments should be listed after author bios with the proper heading.

12) Do not include headers, footers, or page numbers; they will be added during the publishing process.

Tables and Figures:

1) Table and Figure titles/headings should be in Calibri 12-pt font, **bold**, and *italicized* (journal-specific guideline). Titles/headings should appear above tables and figures (journal-specific guideline). Table or Figure number should be on the same line as the title and in the same format. Table titles should NOT be included as the first row of the table.

2) Table content should be in Calibri 12-pt font. Any notes appearing at the bottom of tables or figures should also be in Calibri 12-pt font.

3) Text within tables should be single-spaced, unless that makes the text difficult to read because it is lengthy.

4) Tables and figures should have 12-pt line spacing before and after. However, there should NOT be extra spacing between the title and the table or figure.

5) Tables must be created using the “Insert Table” tool. Do not paste a screenshot/image of a table into the manuscript.

6) Avoid merging cells or nesting tables; it breaks the reading order for assistive technology.

7) Create Header Rows on all tables. (Select the table and highlight the header row(s) that should be repeated if the table breaks across pages; click on the Table Tools | Layout tab; click Repeat Header Rows in the Data group to mark the selected row(s) as headers).

8) Figures must be camera-ready. All text and lines must be crisp and clear (not blurry).

9) Color must not be the only way of conveying information in a figure.

10) Add Alt Text on all tables and figures for accessibility. Include the table/figure number in the title box and provide a description.

Reference Section:

1) Use only **one** space after periods, question marks, and colons in elements in the Reference section.

2) Use en dashes instead of hyphens in page numbers (use Ctrl+minus sign on number pad).

3) Include the doi for all articles that have one as the last element in the reference (with no period at the very end) in URL format. Follow APA 7th edition guidelines for formatting doi numbers.

4) Reports and articles cited that are available for free online should include a URL (journal-specific guideline). Note: an author may have online access to an article only because his/her institutional library has a subscription – URLs should not be included in this case; the doi should be used instead. Include a URL for an article only if you are certain it can be accessed by the general public for free.

5) Study names, Instrument names, and Program names should be capitalized in the title element of the Reference section.

6) There should be NO blank lines or spacing between reference entries.

7) Follow American Psychological Association Publication Manual (7th edition) formatting guidelines for references/citations unless otherwise indicated above.

8) Do NOT submit the final version with coding from citation software; in-text citations and the Reference list must be standard text in Calibri 12-pt font with 1.15 line spacing.

As a final step, run “Accessibility Checker” to identify elements that need to be modified.