All manuscript submissions must be prepared in Microsoft Word (.doc or .docx) and contain all figures, images, and/or pictures embedded where you want them and appropriately captioned. Also included here is a summary of the formatting instructions. You should, however, review the [sample Word document](http://ijme.us/WordDocuments/IJME_Sample_Paper.doc) and formatting guide for references on our website (<http://ijme.us/formatting_guidelines/>) for details on how to correctly format your manuscript and your references. The editorial staff reserves the right to edit and reformat any submitted document in order to meet publication standards of the journal.

The references included in the References section of your manuscript must follow APA formatting guidelines. In order to help you, the sample Word document and formatting guide for references include numerous examples of how to format a variety of scenarios. Keep in mind that an incorrectly formatted manuscript will be returned to you, a delay that may cause it (even if accepted) to be moved to a subsequent issue of the journal.

1. **Word Document Page Setup:** Two columns with ¼" spacing between columns; top of page = ¾"; bottom of page = 1" (from the top of the footer to bottom of page); left margin = ¾"; right margin = ¾".

2. **Paper Title:** Centered at the top of the first page with a 22-point Times New Roman (Bold), small-caps font.

3. **Page Breaks:** Do not use page breaks.

4. **Figures, Tables, and Equations:** All figures, tables, and equations must be placed immediately after the first paragraph in which they are introduced. And, each must be introduced. For example: “Figure 1 shows the operation of supercapacitors.” “The speed of light can be determined using Equation 4:”

5. **More on Tables and Figures:** Left-justify table captions above each table; left-justify figure captions below each figure. Use 9-point Times New Roman (TNR) font. Italicize the words for table and figure, as well as their respective numbers; the remaining information in the caption is not italicized and followed by a period—e.g., “*Table 1*. Number of research universities in the state.” or “*Figure 5*. Cross-sectional aerial map of the forested area.”

6. **Figures with Multiple Images:** If any given figure includes multiple images, do NOT group them; they must be placed individually and have individual minor captions using, “(a)” “(b)” etc. Again, use 9-point TNR.

7. **Equations:** Each equation must be numbered, placed in numerical order within the document, and introduced—as noted in item #4.

8. **Tables, Graphs, and Flowcharts:** All tables, graphs, and flowcharts must be created directly in Word; tables must be enclosed on all sides. The use of color and/or highlighting is acceptable and encouraged, if it provides clarity for the reader.

9. **Textboxes:** Do not use text boxes anywhere in the document. For example, table/figure captions must be regular text and not attached in any way to their tables or images.

10. **Body Fonts:** Use 10-point TNR for body text throughout (1/8" paragraph indention); indent all new paragraphs as per the images shown below; do not use tabs anywhere in the document; 9-point TNR for author names/affiliations under the paper title; 14-point TNR for section titles.

11. **Personal Pronouns:** Do not use personal pronouns (e.g., “we” “our” etc.).

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13. **Headers and Footers:** Do not use either.

14. **References in the Abstract:** Do NOT include any references in the Abstract.

15. **In-Text Referencing:** For the first occurrence of a given reference, list all authors—last names only—up to seven (7); if more than seven, use “et al.” after the seventh author. For a second citation of the same reference—assuming that it has three or more authors—add “et al.” after the third author. Again, see the *sample Word document* and the *formatting guide for references* for specifics.

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