



CJAS Article Formatting and Submission Instructions

****All submissions must comply with the formatting instructions described below****

All papers must be submitted via the Manuscript Central online system at <http://mc.manuscriptcentral.com/cjas1>

IMPORTANT: *Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year using Manuscript Central it is likely that you will have an account.*

CJAS follows the American Psychological Association (APA) format. Please refer to the most recent edition of the APA publication manual for detailed instructions. Please note that CJAS does have some of its own guidelines in addition to those outlined in the APA format. These guidelines are incorporated below.

Initial Manuscript and Revised Manuscript Submission Formatting

- Manuscripts should be double-spaced with 2.5 cm (1 inch) margins all around, and in 12-point Times New Roman font.
- Please submit two documents: 1) the manuscript, with no author identifying information and 2) a title page. The title page, which should be submitted as "supplementary material not for review," should contain the title of manuscript and the author's name, affiliation, full address, and email address. With multiple authors, denote the corresponding author. The first page of the manuscript should show the title of the article, but not the author's name. Remove any identifying notes or remarks throughout the text.
- In addition to APA guidelines, the initial submission must:
 - 1) include an abstract not to exceed 120 words
 - 2) include endnotes instead of footnotes (if applicable)
 - 3) be double-spaced (including references and notes)
 - 4) have figures and tables (minimum font of 10 point, Times New Roman) appearing at the end of the text, with an indication in the body of the text where they are to be placed (if applicable)
 - 5) **not exceed 40 pages** (which includes all references, endnotes, tables and figures, and appendices)
 - 6) include a Discussion section that should be formatted as follows: Summary, Contributions to Scholarship, Applied Implications, and Limitations and Future Research Directions
- **Abstract Guidance**
 1. State the research question (RQ) in once sentence: What are you investigating in this study?
 2. State the motivation for the RQ in one sentence: Why are you conducting this research?
 3. Explain how the RQ was investigated: What did you do? (survey, experiments, etc.)
 4. Provide details as to where the study was conducted and who or what was the focus of the study (subjects, participants, etc.).
 5. State your major findings and frame them in a way that answers the RQ.
 6. Explain why you found what you did and what conclusions can be drawn.

IMPORTANT: Submissions that do not meet these guidelines will be returned and not considered until formatting is correct.

Preparing the final version if your paper is accepted

NOTE: *these formatting requests may be asked at the time a conditional acceptance is extended (if applicable)*

- The final version must be in APA format (some reference examples can be found below). The material should be presented in the following order: title page, abstract/résumé, text, references, notes, appendices, tables, figures.
- The article should not exceed 40 pages total.
- The title page bears the title, suggested running head, author's name, affiliation, full address, and e-mail address. With multiple authors, denote the corresponding author. This person will receive the proofs for checking and any correspondence from readers and editors.
- The abstract is not to exceed 120 words. Please try to provide abstracts in both English and French, which are to be identical in content. The final version must include five (5) keywords in English and French and a JEL classification.
- Notes should be set up as endnotes, rather than as footnotes, and kept to a minimum (maximum of 10).
- Appendices should be numbered only if there is more than one. Please ensure that your text includes a reference to each appendix.
- Tables must be created using either the tabs or the cell method (the table feature of your word processor). Each table should have a number and a title. Please ensure that your text contains a reference to each table and indicate in the text where each should be placed.
- Figures should bear a number and a title. Please ensure that your text contains a reference to each figure and indicate in the text where each should be placed. Final figures must be legible and of suitable quality or they may be redrawn at the author's expense. Final size will be one column [9 x 23 cm or 3.5" x 9"] or two columns [18 x 23 cm or 7" x 9"].
- References should be double-spaced, unnumbered, in alphabetical order, using hanging indents. Please ensure that all references listed have been cited in the article, and that all citations are listed in the references. Delete all references that are not cited.

Reference formatting examples:

Journal article:

Black, J., White, T., & Blue, M. (1998). Management theory: Views and reviews. *Canadian Journal of Administrative Sciences*, 15(2), 19-35.

Article or chapter in an edited book:

Smith, J. (1998). Conceptual and methodological issues. In A. Brown & F.S. White (Eds.), *Handbook of child psychology* (pp. 39-48). Englewood Cliffs, NJ:

Prentice-Hall.

Book:

White, J. (1998). Libraries and their systems. Englewood Cliffs, NJ: Prentice-Hall.

Website:

Loughran, T., McDonald, B., & Yun, H. (2007). A wolf in sheep's clothing. The use of related terms in 10-K Reports. Retrieved from <http://www.nd.edu/~tloughra/WolfSheef.pdf>

Please consult the most recent version of the APA publication manual for more detailed instructions.