

# Style Sheet for ACET Journal

## 1. SUBMISSIONS:

All submissions must be made via email to: [journal-editor@acetweb.org](mailto:journal-editor@acetweb.org)

Please send the articles as attachments in WORD.

## 2. LENGTH:

Please confine the entire article including graphs, tables, etc to no more than 10 pages, single-spaced, justified as described below. The paper should be reader- friendly! Your readership is interested in getting the essence of your findings, not the details. You will be asked to provide an e-mail address for readers who have specific questions. If you have researched a topic like the differences between Oracle and Access, do not try to report on all the differences – rather, take the 5 most important differences and explain what they are.

## 3. COST:

Free for the first 10 pages; \$10 for each page over 10 pages.

## 4. EDITING:

Authors should be as meticulous as possible in preparing their paper. Please ensure your document is proofread, as editing will not be possible.

## 5. MLA Style:

We will use the MLA style for references. This means that there are NO footnotes, NO endnotes. At the end of your article, under the subtitle of "References," in alphabetical order, list the authors, title, publication (name of journal), vol. no., date of publication, publisher and city (if provided) for each reference. As you quote or reference a particular work in your narrative use the last name of the author (Brown, pp. 15-17) in lieu of a footnote.

## 6. FONT:

Papers should be typed in TIMES font 12 point. Do **NOT** number your pages!

Please conform to the following:

- **Title page:** show 1 ¾ inches from the top of the page. All other pages, top and bottom 1 inch
- **Margins:** right and left margins are 1 ¼ inches

- **Title:** show the title in upper and lower case in Bold type
- **Author:** center the name of the author, the University, and the author's email address, each on separate lines.
- **Body:** separate from above with a blank line.
- **Indentation:** five spaces for each paragraph.
- **Paragraphs:** insert a blank line between the end of a paragraph and subheadings, and between subheadings and a new paragraph.
- **MLA Style:** The general format is Modern Language Association Style. See the "Example Page" that follows.