

## Introducing the New *EDGJ* Template

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As a technical writing instructor, I know both from the research and experience that when students are focused on a new way of writing, they often disregard items such as spelling and grammar. It's not that the students don't understand the grammar and spelling rules, it's just that they are focused on the content and writing style, and, well, until they become comfortable with the new genre, the nuts and bolts of their writing sometimes suffers. The same can be true for those of us who write for academic journals. We are so focused on the content (and we should be) that non-content related items such as font and font size, heading placement and margins often get overlooked.

When that happens, it becomes the job of the editors of a journal to rework the manuscript to suit the journal's style. There is always "tweaking" to do, even when a manuscript is submitted according to a journal's style guidelines. Graphics need to be moved sometimes, or text shifted – it happens. But when a manuscript is submitted in an entirely different font and with an entirely different layout, the editing takes longer and ultimately the time from submission to publication takes longer as well.

The newly unveiled style guide and manuscript template, that appear on the following pages, are meant to alleviate that. We have tried to make both easy to understand and use, and ask that you subscribe to the guidelines in future submissions. In the meantime, happy writing!

## **Instructions for Preparing a Manuscript for the *Engineering Design Graphics Journal***

Author Placeholder  
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### **Abstract**

An abstract is a condensation of the entire paper, stating its purpose, methodology, major results and conclusions. Readers look here to see if they wish to read the entire paper. Abstracts are frequently used to index the paper in an academic database. The abstract should be prepared with 10 point Arial. The EDGJ's papers should be formatted using the latest edition of the *Publication Manual of the American Psychological Association* (APA).

### **Introduction**

A uniform appearance for all published papers is important to project a professional image. Such a product will reflect well upon the authors, the *Journal*, and the Division. The entire manuscript must be camera ready. There will likely be no further editing of the manuscript once it is accepted for publication, so please be careful in preparing it. Errors in language and formatting, if not caught, will appear in the *Journal*, reflecting poorly upon the authors, the *Journal*, and the Division. Please have your manuscript proofed read and edited by someone who is completely fluent in English.

The manuscript is to be submitted on U.S. size A paper, which is also known as "letter" size. This paper is 8.5 inches wide and 11 inches long. The margins are to be 1 inch all around. Do not number the pages or use a header or footer, as these will be added during assembly of the issue.

**Text Formatting** [avoid widows or orphans by making use of page breaks]

The title and authors section appears in a single column format at the top of the first page. Placeholders have been provided for the author names and affiliation, which will be added once the paper has been accepted for publication. Lines in this section should be single-spaced. The text for the title and authors is to be centered within the column. The title of the paper is to be in bold, 12 point Arial. Only the first letter of each major word in the title is to be capitalized. Skip one line between the title and the authors. The names of the authors follow in 12 point Arial. On the line after the author's name, give the author's affiliation. Skip one line between each author of a different affiliation.

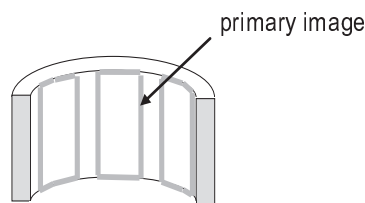
### **The Main Text**

The main text is to be one column wide and placed between the margins without indentations except where APA permits or requires. The font is to be 12 point Arial, single spaced between lines. Insert a blank line between paragraphs. Text alignment should be left justified.

Heading titles are to be a bold, 12 point Arial. The letter of each major word is to be capitalized. Level 1 (primary) headings should be centered and level 2 (secondary) headings should be left justified within the column. Do not number the heading titles. Each heading title is to be preceded by a blank line.

### **Figures, Tables, Graphs, and Equations**

Figures are to be numbered sequentially according to APA format. They should appear in the body of the paper. They may span all or part of the column. Drawings and lettering should be clearly legible. Photographs need to be electronic and placed within the document. Because the Journal will be published electronically, the use of color in figures is permitted, and encouraged. Captions lines are to be single-spaced, centered and the font is to be bold, 10 point Arial font. A blank line should be inserted before and after the figure.

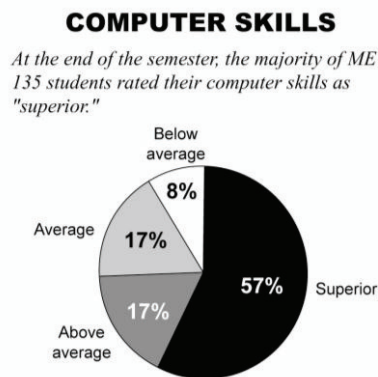


**Figure 1. This is an example of a figure.**

Equations are to be placed within the text and numbered sequentially. The identification numbers are to be placed in parentheses and right justified. A good equation editor in a word processor should be used to produce equations. If possible, equations should be confined to the width of a single column. A blank line should be inserted before and after the equation.

$$GOOD = \oint EXAMPLEdt \quad (1)$$

Tables and graphs should be placed within the paper if possible. They are to be numbered sequentially. Captions lines are to be single-spaced, centered, and the font is to be bold, 10 point Arial. Because the Journal will be published electronically, the use of color in tables and graphs is permitted, and encouraged. Do not place borders around graphs, figures, or tables.



**Figure 2.** This is example of a graph.

A blank line should be inserted both before and after the graph or table. Carefully edit all the numerals, spelling, and grammar. Ensure the story and the details in the table or graph match the details in text.

## Conclusions

The conclusions should be a summary of the major findings of the work, and recommendations for future work. Conclusions should not be a repeat of the abstract, nor should the abstract be a repeat of the conclusions.

## Citations

Citations should be noted by author and date within the context of the paper. Footnotes should not be used. The following paragraph shows examples of cited literature.

Edward Tufte (1983) published a milestone book *The Visual Display of Quantitative Information*, which showcased the weaknesses of the graphs of the 1970s and 1980s. A successful line graph allows the reader to understand the flow of the figures if it clearly shows the relationship of the point immediately before it and the one immediately following it (Miller, 1999).

## References

Cited literature is to be placed in a References section at the end of the manuscript. References should be in 10 point Arial. According to APA, authors are listed alphabetically, by the last name of the first author.

American Psychological Association. (20XX). *Publication manual of the American Psychological Association* (Xth ed.). Washington, DC: Author.

## Acknowledgements

Acknowledgements may be included to fulfill funding requirements or as a courtesy. As an example, the format for this template is based on the template used by the EDGD for the preparation of their Mid-Year papers.

## About the Author Placeholder

A very brief about-the-author statement along with contact information will be added in 10 point Arial during assembly of the issue.

John Doe is an associate professor and program chair of engineering technology in the College of Technology, ABC University. Her areas of expertise include sustainable design and alternative energy. Dr Doe is also an Adjunct Associate Professor in pedagogy at XYZ University.  
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