

## **American Council on Consumer Interests Guide for Authors**

Consumer Interests Annual (CIA) is published electronically on the ACCI website. This guide outlines the style and format for manuscripts appearing in the 2005 issue. **MANUSCRIPTS THAT DO NOT CONFORM TO THESE GUIDELINES WILL BE RETURNED TO THE AUTHOR FOR CORRECTIONS. DEADLINE: All materials must be postmarked by Monday, APRIL 25, 2005.**

**Panel sessions and workshops.** Organizers of special topics and invited sessions are responsible for sending this guide to the individuals in their session and/or compiling summary submissions.

**Poster presentations.** Presenters are encouraged to submit either summaries or short papers on their poster session.

**Papers submitted to another journal.** If your paper has been accepted for presentation at the ACCI conference and is currently under submission to another journal, or for some other reason you do not wish to submit a full version of your paper to be published in CIA, you are encouraged to submit a short abstract of your presentation to be published as part of the electronic CIA.

**Maarja Kolberg, American Council on Consumer Interests**

### **General Guidelines**

Carefully read and follow these formatting instructions. Except for the use of capitals within the text for emphasis, this guide is formatted precisely as your CIA submission should be formatted.

**Software:** Files should be submitted using Microsoft Word. If you are not a Microsoft Word for Windows user, send a file converted to Microsoft Word PLUS your original word processed file.<sup>1</sup> The editor converts edited manuscripts into Adobe Acrobat format (.pdf read-only file) and hyperlinks these files to the CIA Table of Contents on the ACCI Web site.

**Page limits:** There are no page limits on submissions, however, authors of all accepted manuscripts are encouraged to keep their papers within reasonable reading limits.

### **Preparing the Manuscript**

#### General Formatting

Font. Before beginning to type, set the base font as Times New Roman 10 point for the text. (If you don't have this font and/or font size, use the font and size on your machine that most closely matches this guide).

Margins. Set margins (top-bottom, left-right) at 1". Justification should be set at full.

Spacing. Single space within the body of the text. Do not double space between paragraphs unless necessary for proper heading spacing.

Paragraph Indents. Set tabs to be at .5" intervals. Within the text, indent each paragraph using a tab, not by spacing, to produce uniform .5" indents for paragraphs.

Page Numbers. Set page numbering for the bottom center of every page.

#### Top of Manuscript

CIA Identifier. As illustrated on the top of this page, type the CIA identified *Consumer Interests Annual* in bold and italic flush with the left margin. Type **Volume 51, 2005** (also bold and italic) flush right. Double space between the CIA identifier and the title.

Title. Use Times New Roman 12 point as the font for the title. Center the title and if it is more than one line in length, single space between the lines of the title. The title should be in bold upper and lowercase with the initial letters of important words capitalized. Single space between the title and the headnote.

Headnote. A headnote should be placed after the title. Change back to the Times New Roman 10 point base font. See the example at the top of the first page of this guide. Set off the headnote by indenting .5” from both left and right margin. Single space between the headnote and the author's name and affiliation.

Author and Affiliation. The author's name and affiliation should be centered and in bold. A number indicating an endnote should follow using the superscript font. If there is more than one author, place each name and affiliation on a separate line and single space between the lines. List the professional title(s) and department titles of authors in corresponding numbered endnotes in the endnote section at the end of the manuscript. (See Endnote 1 for an example). Double space between the author's name and affiliation and the first paragraph of the manuscript.

Headings.

Up to three levels of headings may be used, but most papers will need only two levels. First level headings should be centered, in bold face type, and in upper and lower case letters. Between the last line of a paragraph and first level headings, double space. Between a first level heading and the first line of the following paragraph double space. (For an example, see the “Preparing the Manuscript” heading above.)

Second level headings should be in upper case and lower case letters, underlined, and flush left. Between the last line of a paragraph and second level headings, double space. Single space between a second level heading and the first line of the paragraph that follows. (For an example, see the “General Formatting” heading above).

Third level headings should be in upper and lower case, indented, underlined, and end with a period. Single space between the last line of a paragraph and the first line of a paragraph beginning with a third level heading.. (For an example, see the “Font” heading above.)

DO NOT place a heading at the bottom of a page unless at least two lines of text follow.

Figures and Tables.

Figures and tables should be embedded into the document as close as possible to the location where they are cited. If this is impossible, embed the figure or table at the end of the manuscript. In addition, save each figure and table as a separate file on your disk.

Do not make changes in the margin settings to force a table into the given space. If necessary, reduce the size of the table by using a smaller font. If the tab settings are changed, be sure to revert to the original .5” tab settings when the table is completely typed.

PLEASE KEEP TABLES AS SIMPLE AS POSSIBLE. When the document is pulled up on another computer with a different printer, your figures and tables may become distorted. Therefore OMIT all vertical lines and DO NOT USE line draw. IF you have Microsoft Word for Windows, you MAY use the table and graphics functions. Labels on tables and figures should start at the left margin. The title is underlined, upper and lower case letters, and follows on the next line. For example:

Table 1  
Title of the Table or Figure.

Characteristic	Number	Percent of Sample
Blue	45	43.69
Brown	24	23.30
Hazel	34	33.01
Total	103	100

Equations

Equations should be in the same font and font size as the text. Center each on a separate line. Double space above and below the equation. Number displayed equations consecutively. Place the number in parentheses at the right margin of the line. For example

$$Y_t = P_{it}q_{it} + P_{ct}C_t \quad (1)$$

Where:  $Y_i$  = etc.

Appendices and Acknowledgements

Any appendices should immediately follow the end of the text. The title, **Appendix**, is a first level heading. Acknowledgments, if any, should appear after the appendices and the title. **Acknowledgments** is a first level heading.

## References

Follow American Psychological Association (5th edition) style for listing references and for citing references within the text. Samples are provided in the Reference section below. The list of references follows any appendices or acknowledgments and precedes endnotes. The title, **References**, is a first level heading. The reference list should include only those works cited in the text of the paper. Do not use italic. Single space between entries.

## Endnotes

Use the endnote function in Microsoft Word to create your endnotes. Your first endnote should be the author(s)' professional title, department affiliation, address, phone, fax, and e-mail. DO NOT use footnotes within the manuscript.

## **Appendix**

### Submission Instructions

Please check the manuscript carefully for spelling, grammar, punctuation, APA style, and format errors. Run a spell check on the document. Your submission should include:

1. A 2HD (Double-sided, High Density) 3-1/2" disk clearly labeled as your disk. Include on the disk a file of your paper in Microsoft Word with figures and tables embedded into the document as close as possible to the location where they are cited. Each figure and table should also be saved on the disk as separate file. (Be sure to keep a back-up copy of all your files!)
2. One hard copy of the manuscript printed on 8-1/2" X 11" paper using a laser or desk jet printer.
3. Your email address written at the top of the printed manuscript.

Use first class mail within the U.S. If you are mailing from outside the U.S., send Air Mail and attach sufficient postage. An envelope POSTMARKED NO LATER THAN Monday, April 25, 2005 should be sent to:

Maarja Kolberg  
ACCI  
415 S. Duff Ave., Suite C  
Ames, Iowa 50010

**Electronically mailed submissions are also welcome.** For further assistance you may contact Maarja Kolberg by telephone, fax, or electronic mail.

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## **References**

American Psychological Association. (1994). Publication Manual of the American Psychological Association, Fifth Edition. Washington, DC.

Kolodinsky, J. (1990). Predicting Consumer Complaints: A Step Forward. The Proceedings of the American Council on Consumer Interests 36th Annual Conference. Columbia, MO: American Council on Consumer Interests, 47:16-19.

MSNBC News (2001, June 19). Behind the Label: Many Skeptical of Bio-Engineered Food. Retrieved on September 30, 2001 from <http://msnbc.com/scitech/lable.htm>.

Organization for Better Foods (2000). World Food Day Survey. Available: Grocery Manufacturers of America, 1010 Wisconsin Ave NW, Ninth Floor; Washington DC 20007.

## Endnotes

<sup>1</sup> Contact the editor to explore whether it is possible to use another software program if conversion to Microsoft is a problem.