

ACUA Manuscript Example: Title of Your Paper Flush Left Bold 14 pt

First Author Name Goes Here, First Name then Last, Flush Left, 12 pt
Address, all on one line, separated by commas, single space between Name and Address

Second Author Name Goes Here, First Name then Last, Flush Left, 12 pt
Second address goes here all on one line, separated by commas, 2 line spaces between authors

This is where your summary goes. The font size must be set to 10 pt, just like this. You are limited to 100 words and your text must be left justified with no indents. There should be 2 line spaces between the author's address and the first line of the summary. There should be 3 line spaces between the last line of your summary and the first line of text or heading in your manuscript. Be sure to set the font size back to 12 pt before entering your line spaces.

Primary Heading, bold 12 pt

Your first line of text should be 1.5 lines below your primary heading. Text should be left justified and there should be only one space following a colon or a period at the end of a sentence. The first line of each paragraph is indented 0.3 inches; use the tab set for this.

There are no line spaces between paragraphs. Each paragraph follows just like this throughout your manuscript. Only when you enter a secondary heading is there a break in the text. The secondary headings should appear 2 lines below the last line of text from the previous paragraph, just like shown below.

Secondary Heading is bold, 12 pt, italics

Your first line of text is immediately below your secondary heading. Text should be left justified and formatted in 12 point.

There are no line spaces between paragraphs. Each paragraph follows just like this throughout your manuscript. Only when you enter a secondary heading is there a break in the text. The secondary headings should appear 2 lines below the last line of text from the previous paragraph, just like shown below.

Information on Column Settings

The manuscript is set up in two equal columns with 0.25 inch spacing between the columns. Where one gets into a problem is when there is a heading on the next column or when the text needs to flow from one column to the next. The widow/orphan control is

always problematic and often wants to throw the text off.

Primary Heading, bold 12 pt

Two line spaces between the last line of text and the next primary heading. Your first line of text should be 1.5 lines below your primary heading. Text should be left justified and there should be only one space following a colon or a period at the end of a sentence. The first line of each paragraph is indented.

There are no line spaces between paragraphs. Each paragraph follows just like this throughout your manuscript. Only when you enter a secondary heading is there a break in the text. The secondary headings should appear 2 lines below the last line of text from the previous paragraph, just like shown below.

Information About Acknowledgments

When your manuscript is complete, you are permitted to include acknowledgements. However, you are limited to 100 words. The acknowledgements title is upper/lower case, flush left, bold, 12 point, just as below. There are 2 lines between the end of your manuscript and the acknowledgements title line. The Acknowledgements and References are formatted as a single column.

Acknowledgements Title, 12 pt bold

The first line of text is not indented in the acknowledgements. There are 1.5 lines between the title line and the first line of text. There are 2 lines between the end of your manuscript and the acknowledgements title line. You are limited to 100 words in the acknowledgements. The acknowledgements are formatted as 1 column rather than two columns. There are 2 lines between the last line of the acknowledgements and the references title text. There are 1.5 lines between the references title and the first author. Each reference follows without lines spaces between them.

References Title 12 pt bold

Author Last Name, First Name

Date Title of publication, place of publication, and appropriate additional information as specified in the Section VII. References Cited Section of the HA Guide. This information is formatted with a 0.5 inch hanging indent.

Next Author Goes Here

Date This information is formatted with a 0.5 inch hanging indent. No line spaces between references.