

Guide for Authors
THE CANDLE
Journal of Phi Upsilon Omicron

Manuscript Submission: Phi Upsilon Omicron members or others may submit manuscripts. Articles authored by honor society members will be given priority in the printing schedule. Manuscripts may be submitted at any time to Kim Goodfellow, Communications Coordinator, THE CANDLE, Email: CommunicationsCoordinator@phiu.org. The deadline to be included in the Spring issue of THE CANDLE is February 1st and for the Fall issue of THE CANDLE is August 1st.

Manuscript Acknowledgement and Acceptance: Manuscripts will be acknowledged and reviewed by the Editor. Decisions of acceptance will be based on suitability of the article for publication, quality of writing, and space available.

Manuscript Preparation: Manuscripts should be typed, double-spaced, and on one side of 8 ½ by 11 inch paper. The title should be centered at the top of the first page. On a cover page, included name, address, telephone number, e-mail address, professional title, chapter of initiation, and Phi U activities.

Manuscript Length: Usual length of a manuscript is about 1500 words or 6 typed pages. News items or other articles may be shorter in length, as deemed appropriate by the author.

Photographs or Illustrations: Submit photographs or illustrations with good contrast for best reproduction.

Readability Considerations: Keep paragraphs and sentences reasonably short. Use subheadings to improve readability.

Referencing: Use *The Publication Manual of the American Psychological Association, Fourth Edition* (1994) as a guide in citing and referencing. The surname of the author(s) and the year of publication are included in the text at the appropriate point.

Examples: Jones (1995) stressed leadership...
The displaced worker (Smith, 1996)...
In 1997, Cook identified elements of...
Smith and Jones (1997) described...

In cases of exact quotation, cite in the body of the article the exact page(s) where quoted material appears-for example, (Moore, 1997, p.231). Be sure the material quoted is copied exactly from the original source. In general, avoid long quotations, particularly since permission to quote may be required.

All sources referred to in the text are to be included in the reference list and all items on the reference list must be cited in the text. Each reference list entry usually contains the following elements: author, year of publication, title (capitalize only the first word), and publishing data. The entries are listed in alphabetical order by the surname of the first author. The first line of each entry begins at the margin with the second and subsequent lines indented. Following are examples of the correct biographical form to be used in the reference list.

Books: The following should appear in sequence: name(s) of the author(s) by surname and first name initial; date of publication in parentheses; title; volume number, if any; editor, if other than author; place of publication; and publisher's name.

Example: Pipher, M. (1996). *The shelter of each other: Rebuilding our families*
New York, NY: Ballantine Books

Periodicals: Each reference should contain the name(s) of the author(s) by surname and first name initial; date of publication in parentheses; article title; periodical name and publication information. The volume number, which is underlined, comes after the periodical name and is followed by the issue number in parentheses and the page number(s).

Example: Lodl, K. (1997, Spring). Why Phi U is committed to developing character. *THE CANDLE*, 78(1) 1-2, 11.