MANUSCRIPT FORMATTING CHECKLIST
LESLLA Proceedings

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To prevent processing delays, please use this checklist to help ensure that your manuscript follows the Proceeding's formatting requirements.

Formatting can be time-intensive, detail-oriented work. It is not a task that can be rushed. We will email you with a downloadable **Manuscript Template**, a new Word document that we are piloting for the 2022 Proceedings. We encourage you to use this template to format your manuscript.

We hope this template is useful. We appreciate your cooperation and patience as we try to streamline the LESLLA Proceedings publication process.

Please consult the website Resources for Authors for more guidance.

KEY COMPONENTS

- **Title.** Center your title on the first page of your manuscript. Bold, centered, Times New Roman, 12 point. Capitalize the first and last words of the title. Capitalize all other words in title unless they are conjunctions (*and, or, but, nor, yet, so, for*), articles (a*, an, the*), or prepositions (*in, to, of, at, by, up, for, off, on*).
- **Title page.** Do not include a separate title page. Your manuscript begins with the title, author by-line, your abstract, and the main text.
- **Author by-line**. Please provide current affiliations (e.g., place of employment, school, organization), along with city and country, for all authors.
- **Abstract.** Provide a concise and informative abstract that contains 250 words or fewer.
- **Keywords.** Provide up to 6 keywords. Put in lowercase but capitalize proper nouns. No punctuation at end of final keyword. List words in any order (not necessarily alphabetical).
- **Running head.** The running head is different on odd and even pages. On odd pages, the running head is the year of the Proceedings issue. On even pages, the running head is a shortened title (no more than 50 characters) of your paper. Please edit the running head on the even pages to match your manuscript title.
- **Tables and figures.** All tables (including title, description, footnotes) and figures (with captions) are included in the manuscript, either next to the relevant text in the manuscript or on separate page(s) at the end. Tables should be editable text. Make sure that tables and figures (including the text in figures) are clear and legible. All tables and figures are cited in numeric order within the main text. Please add a title of the table/figure in the text. For an improved reader experience, please make sure that the images/photos are of high resolution.
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FORMATTING

- **Font and spacing.** Use 12 point Times New Roman font, single-spaced throughout.
- **Margins.** 1 inch (2.54 cm) all around.
- **Pagination.** The page number appears in the top right corner of odd pages, top left of even pages.
- **Justification.** Please use left-justified formatting, with the left margin aligned, and the right margin 'ragged'.

HEADERS

- Format the section headings in your manuscript as follows.

Level 1 Header	Times New Roman, Centered, Bold, 12 point. Begin new paragraph after header. Add an additional free line and then start with the paragraph. Make sure that there are two lines before the Level 1 header.
Level 2 Header	Times New Roman, Flush left, Bold, 12 point. Begin new paragraph after header. Start immediately in the next line. Add one line before the Level 2 Header.
Level 3 Header	Level 3 Header Times New Roman, Flush left, Italics, Bold, 12 point. Begin new paragraph after header.
Level 4 Header	Times New Roman, Indented, Bold, 12 point, period at end. Do not begin new paragraph after header. Continue text on same line as header.
Level 5 Header	Times New Roman, Indented, Italicized, Bold, 12 point, period at end. Do not begin new paragraph after header. Continue text on same line as header.

- Do not number your headers.
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REFERENCES

- Please make sure that all references mentioned in the Reference list are cited in the text, and vice versa.
- We strongly recommend using APA Style 7th Edition. If you prefer to use another citation style (e.g., MLA, Chicago, etc), that is fine, but you are responsible for ensuring that you are using the style consistently throughout the paper.