

JEARP Style Guide

Original Research Submissions

- For original research submissions, manuscripts should not exceed 5,000 words including references, footnotes, tables, and all other items excluding the title page information and abstract.
- Manuscripts may be submitted online by submitting the following (1) title page including the title; short title; author information including email address, affiliation, and short biography; abstract; and keywords, (2) manuscript including tables, figures, footnotes, and references, and (3) appendix with supplementary information if necessary
- Manuscripts should be double-spaced using 12-point type font with one-inch margins all around, including the manuscript with in-text citations, footnotes, and references. Tables and figures may be single-spaced. Any manuscript that refers to supplementary information should include that material in a clearly marked, separate appendix file.
- All manuscripts should use footnotes instead of endnotes and references should be formatted using Chicago style citations and ordered alphabetically. Any tables and figures should be placed in the manuscript where the authors would like them to appear and not at the end of the manuscript. All manuscripts should also be proofread carefully, not only for spelling and grammar, but clarity and cohesiveness as well. We also ask that authors endeavor to eliminate widows and orphans throughout their manuscript.
- JEARP employs a double-blind review process. Therefore, authors should remove all self-identification information from the manuscript that will be sent out to reviewers. Authors should also remove all acknowledgments, expressions of gratitude, and statements about grants or other financial support for the research reported in the manuscript. Authors may leave citations to their own work in the manuscript, as long as those citations refer to published work and do not self-identify themselves in any way.
- Abstracts should not exceed 150 words and summarize the key contributions of the work. In addition to an abstract, authors should provide three to five keywords, a condensed title of their manuscript, and a brief author

biography for each contribution (not to exceed 50 words). Contributors may also provide their email address in the author information on the title page. Physical office addresses will not be required or published. In order to accommodate the shorter word count, authors should be concise in their theory and place as much of their methodological discussion in an appendix.

- All tables shall be formatted with no vertical lines and horizontal lines above and below the top row and at the bottom of each table. Each table or figure shall be sequentially numbered. The table content should be center justified, with the first column describing the rows left justified. For example:

Table 1. Example of Table Formatting

	Column 1	Column 2	Column 3
Row 1			
Row 2			
Row 3			

- In order to increase accessibility and transparency, authors also agree to share their data as a part of publishing in JEARP.
- We also ask that authors consider the broader audience that our journal reaches. This includes academics, practitioners, vendors, policymakers, and others. As such, manuscripts should be as accessible as possible.

Reactions & Reflections

- For responses to original research pieces, the word count should not exceed 1,500 words all inclusive, with the exception of title page information. These reflections do not need to include an abstract or summary of the work.
- Manuscripts should be double-spaced using 12-point type font with one-inch margins all around, including manuscript text, footnotes, and references. Tables and figures may be single-spaced. Any manuscript that refers to supplementary information should include that material in a clearly marked, separate appendix file.
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Policy Pieces

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Books & Product Reviews

- Manuscripts should be double-spaced using 12-point type font with one-inch margins all around, including manuscript text, footnotes, and references. Tables and figures may be single-spaced. Any manuscript that refers to supplementary information should include that material in a clearly marked, separate appendix file.
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