IYNA Format Guidelines

1. IYNA Format begins with the **title** of each paper, which must be **between 25 and 75 characters**, including subtitles, **size 26 black Sorts Mill Goudy typeface aligned right.**

2. Beneath the title should come the author's first and last name in **size 15 dark gray 3 Sorts Mill Goudy typeface**, also **aligned right.**

3. After the author's name should come **one blank line** and then the word **'Abstract'** or **'Introduction' aligned center.** This should be followed by a **100 - 250 word abstract or introduction** summarizing the article in **size 11 black Sorts Mill Goudy italic font** with **2 inch margins** on either side of the abstract. The abstract should be **left aligned** within these margins.

4. The **body** of the article follows the **abstract**, and should be typed in **size 11 black Sorts Mill Goudy** with **1.15 spacing** between lines.

5. Contributors have free choice in choosing to include section headings for each section of their paper. If **headings** are chosen, they should be in **size 11 black bolded Sorts Mill Goudy, aligned left. One blank line** should be left **above** the section heading and one **blank line underneath.** The indented first line of the section should come after this blank line beneath the section heading.

6. The IYNA wants its articles to be engaging to readers. **Contributors should include at least one simple image in their article submissions to break up the text.** Most of our contributors don't collect data that is represented in histograms or other forms that can break up the text, so it is important to include images.

7. When referencing unoriginal material, IYNA Format articles must conform to the following guidelines:

    i. **In-text citations** should occur at the end of the sentence in which they are made. **Before the period** ending the sentence, authors should include an **opening bracket** followed by **the numerical position** of the citation in the References table at the end of the paper. An example would be **"...in which they are made [1]."**

    ii. The References Table (**RT**) should conform to the following guidelines:

        1. The RT should follow the body of the paper, and should be set in **size 8 black Sorts Mill Goudy aligned left.** The word **'References'** should be place on the **first line** of the **two-columned table,** with all sourced materials in the cells beneath.

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2. Sources should be included in the RT **in order of their appearance in the author's article**. There is no need to laboriously alphabetize them:-)

3. Sources should begin with an **open bracket** followed by their **numerical position** in the RT followed by a **closing bracket** and a **single space**. Then should follow the source **Author's last name**, a **comma**, then the source **Author's first name** followed by a **period**.

4. The **date of publication** should follow the preceding period after a **single space** and an **open parenthesis**. The date should be in **DD/MM/YYYY format** because that resembles a logical progression from the smallest unit of time to the largest. The date of publication should end with a **closed parenthesis** and **another period**. (Note: if only the year of publication of a source is available, but not its date or month of publication, the year alone will be sufficient).

5. A **single space** should come after the preceding period, followed by the **Title** of the sourced material. This should be followed by another **period**.

6. After the preceding period should come a **single space** and one of the following: 1. the **title of the academic journal** in which the article referenced was published, 2. the **title of the website** from which the source referenced was published, or 3. the **chapter of the book** from which the material was sourced. You know what's coming next. Another **period**, that's what.

7. The following should come after a **single space** that follows the preceding **period**: 1. the **page** of the academic journal on which the source material can be found, 2. the **URL** of the website from which the source material is derived, or 3. the **page(s) of the book** from which the source material is derived. Followed by, you guessed it, another period.

8. The word 'Retrieved', a semicolon, and the **date** you retrieved the sourced material in DD/MM/YYYY format should follow the preceding period and another space.

9. The references are now complete. **They should be arranged in a two-columned table inserted into your document with as many rows as necessary**. All cells should be left- and top-aligned. Should you finish successfully, the chief god of typefaces Frederick Goudy himself will appear and greet you with the gift of a deluxe limited edition Captain Kirk figurine and a cup of tea. Enjoy.

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Title in Excess of 15 Characters: Optional Subtitle

Author Name

Abstract *or* Introduction

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Section Heading

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References

[1] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[2] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[3] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[4] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[5] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced

[6] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[7] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[8] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[9] LastName, FirstName. (DD/MM/YYYY). Title of the Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.

[10] LastName, FirstName. (DD/MM/YYYY). Title of the

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Sourced Material. Title of journal, website, or book. Page of journal, URL, or page of book. Retrieved: Date of retrieval.