**Title** *in title case in 14-point Calibri font and bold*

Author(s) *in 12-point Calibri font in the following format: First Name optional Middle Name or Initial Last Name*

|  |  |
| --- | --- |
|  | *The Abstract belongs here and should be in 10-point Times New Roman font and italicized with a gray shaded background and no more than 200 words. The JLDL logo should remain aligned to the top.* |

**Keywords:** *five to ten* *Keywords belong here and should be in 10-point Times New Roman font italicized.*

*[two lines of 1.0 spacing between keywords and Introduction]*

* Overall manuscript should have 1-inch margins on all sides with a ragged right margin
* Double-spaced before each Heading Level 1; Single-spaced above and below additional heading levels
* Body of text in 11-point Times New Roman font, single-spaced, first line of each paragraph indented, extra space between paragraphs
* Headers should follow the guidelines outlined in Table 1 (which also serves as an example of how Tables and Figures should be formatted within your work)
* Do not include a header for the Introduction
* Mechanics and grammar should follow APA 7 Style guidelines (e.g., Oxford comma)
* Tables and Figures numbered with a period, left justified in 10-point Times New Roman Font, Bold
* Tables have a title in Titlecase, 10-point Times New Roman Font, Italicized, same line as number
* Tables and Figures may be left or centered justified
* Tables or Figure notes are left justified; Figure captions are center justified; both in 9-point Times New Roman Font
* Tables and figures should not run across multiple pages, unless it is large and requires more than one page
* References and in-text citations should be in APA Style, 7th edition
* References should continue on the same page when the body of the work concludes

*[two lines of 2.0 spacing above and below Table or Figure]*

**Table 1.** *Format for the Five Levels of Heading in APA Style*

|  |  |
| --- | --- |
| **Level** | **Format** |
| 1 | **Centered, Bold, Title Case Heading**  Text begins as a new paragraph. |
| 2 | **Flush Left, Bold, Title Case Heading**  Text begins as a new paragraph. |
| 3 | ***Flush Left, Bold Italic, Title Case Heading***  Text begins as a new paragraph. |
| 4 | **Indented, Bold, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph. |
| 5 | ***Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph. |

*Note.* Adapted from Publication Manual of the American Psychological Association (7th ed., p. 48), by the American Psychological Association, 2020. Copyright 2020 by the American Psychological Association.