# Title (Heading 1 Style)

Author Name(s) - leave blank for double-blind, peer-review process

Body of publication (Paragraph Style).

*NOTE: open the Styles Pane above in the main menu ribbon under the Home tab so it appears to the right and you can see the style being applied*

*NOTE: all content is left-aligned*

## Subtitle (Heading 2 Style)

Body of publication (Paragraph Style).

Use superscript numbering for in-text citations.2,3

For numbered lists (List Paragraph Numbered Style).

1. First list item
2. Second list item

For bulleted lists (List Paragraph Bulleted Style).

* First list item
* Second list item

### Subheading (Heading 3 Style)

Body of publication (Paragraph Style).

A truck driving down a dirt road

Description automatically generated

**Figure 1.** Caption. Image credit: name, affiliation.

*NOTE: for images (1) use Insert or Paste to add images; do NOT create text boxes and place images inside; (2) select Wrap Text, select Top and Bottom; (3) FOR ADA compliance, right-click image and add alt text*

*NOTE: for image captions (1) right-click image, (2) select Insert Caption, (3) select figure option and type in caption, (4) caption appears below image; (5) bold* ***Figure #.***

**Table 1.** Caption.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample Table** | **Use Arial 9 font** | **Bold Headings** | **Headings** |
| Use Arial 9 font for content of cells | Do not use any shading | Add alt text, by selecting the table, select properties, alt text | Fit table to page by selecting table, AutoFit and Distribute, AutoFit to Window |
| Left align table | Left align all table content |  |  |

*NOTE:* *for table captions*, *(1) right-click image, (2) select Insert Caption, (3) select table option and type in caption, (4) caption appears above table; (5) bold* ***Table #.****NOTE: for ADA compliance, (1) select table icon at top left of table (small plus sign in a box), (2) right-click and select Table Properties, (3) select alt text, (4) add title, (5) add a brief description of what the contents of the table represent.*

## References Cited (Style Heading 2)

*NOTE: for list below apply Style Bibliography*

1. Author Last Name *(no punctuation)* First Name Initial(s), Author Last Name *(no punctuation)* First Name Initial(s). Article title (*use sentence case).* Journal Name *(use title case)*. Year Month-1st-three-letters;Volume(Issue):page numbers.
2. Doe J, Johnson A. This is the title of the publication. Journal Name. 2019 Mar;10(1):58–72.

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