TITLE PAGE

• Include actual RUNNING HEAD (note capitals) preceded by “Running head: ” in header on title page.
• Upload a separate title page with title, names and affiliations of all authors, and the Author Note correctly formatted (see pp. 24 – 24 of the APA Manual).
• The main document should begin a BLINDED title page with the running head and title only. This page is the first page of the document and should be numbered “1” in Times New Roman in the top right hand corner.

ABSTRACT

• The Abstract is p. 2 and should be labeled “2” in Times New Roman in the top right hand corner.
• The abstract should begin with “Abstract” as a Level 1 heading (i.e., centered and bolded). Although the APA Manual is contradictory on this point, RER requires that the Abstract be a Level 1 heading.
• The Abstract is a block paragraph and should not be indented.
• A list of keywords should be presented after the Abstract (see p. 41 of APA Manual for example).
• Include the actual RUNNING HEAD in capital letters AND WITHOUT “Running head:” in the header from the Abstract to the end of the paper on all pages including pages with tables and figures.

INTRODUCTION

• The Introduction should begin with the title of the paper as a Level 1 heading (i.e., centered and bolded). Although the APA Manual is contradictory on this point, RER requires that the title of the manuscript at the beginning of the Introduction be a Level 1 heading.
• Do NOT use “Introduction” rather than or in addition to the actual title.
• All other headings in the Introduction should be Level 2 and lower.

METHOD

• The Method should begin with Method (not Methods or Methodology) as a Level 1 heading (i.e., centered and bolded).
• All other headings in the Method should be Level 2 and lower.
• Italicize verbal anchors (e.g., 1 = strongly agree).

RESULTS
• The Results should begin with Results as a Level 1 heading (i.e., centered and bolded).
• All other headings in the Results should be Level 2 and lower.
• Italicize appropriate statistical elements (e.g., $p < .001$, $n = 25$, $N = 200$, $d = .67$).

DISCUSSION
• The Discussion should begin with Discussion as a Level 1 heading (i.e., centered and bolded).
• All other headings in the Discussion should be Level 2 and lower, including Conclusion.

REFERENCES
• The References should begin with “References” as a Level 1 heading.
• Do NOT include issue numbers for continuously paginated journals.
• Do NOT italicize issue numbers.
• Use capitals and italics appropriately in References (see examples in the APA Manual and the RER Submission guidelines).
• Include city and state/country in reference citations for books (e.g., “New York, NY;” “London, UK;” “London, Canada”).
• Look for dois [see http://www.crossref.org/SimpleTextQuery/] and include them in references when available.
• Do NOT leave a space between “doi:” and the actual number that is the doi.
• Do NOT include “Http://” and additional material in the doi. Begin with “doi:10…”
• Do NOT capitalize “doi;” it should be lower-case.
• Only include seven names in reference citations with eight+ authors (see p. 198 of APA Manual).
• Please use the hanging indent to format the References.

TABLES
• Tables are placed after the References and before all figures.
• Tables are numbered sequentially (e.g., Table 1, Table 2, etc.) at the top of the table.
• Do NOT put a period after the table number.
RER Formatting Requirements (con’t)

- The table title is placed in the next line and should be italicized with all major words capitalized. Do NOT put a period after the table title.
- Tables should have no vertical lines, and horizontal lines should be used only for separating sections reporting different information.
- Please number supplemental tables to be published online Table S1, Table S2, etc., and refer to them as such in the text, indicating in parentheses (online only).

FIGURES
- Figures are placed after the tables.
- Figures are numbered sequentially (e.g., Figure 1, Figure 2, etc.) below the table.
- Figure labels are followed by a period, a single space, and the figure caption/title in non-italicized text (see p. 53 of the APA Manual for an example).
- Please number supplemental figures to be published online only Figure S1, Figure S2, etc., and refer to them as such in the text, indicating in parentheses (online only).

GENERAL ISSUES
- Use Times New Roman 12-point font for whole manuscript (including headers).
- Double-space all text including block quotations and references (tables are an exception).
- Do NOT leave extra spaces or blank lines after or before new paragraphs or sections of a manuscript, except where necessary to ensure that a heading is not the last line on a page.
- Do NOT justify text so that the right margins are equal.
- Include TWO spaces after periods at end of complete sentences from the Abstract to the Discussion.
- Include a single space after the period terminating Level 3, 4 and 5 headings.
- Include single spaces after individual elements in text such as, <, p, and so on.
- Use half-inch indentations for paragraphs and for the hanging indent in the References.
- Quotation marks should be used for material quoted directly from a source (with page numbers cited as appropriate), or once (i.e., only first time) for ironic comments, slang, and invented terms.
- Do NOT bold text that is not in a Level 1 to 4 heading. Use italics for emphasis once (only the first time) for the word you are emphasizing and sparingly throughout document.
- There should be no underlined text.
• Include the year in all citations in parentheses.

• Use Levels of Heading correctly:
  o In most cases, the only Level 1 headings (i.e., centered and bolded) should be Abstract, the Title (at beginning of Introduction), Method, Results, Discussion, and References.
  o For reviews without Method and Results sections, authors need to make conscious decisions about which headings (if any) should be Level 1 headings after the title of the manuscript. Ideally, Level 1 headings should only be used for sections with subsections.
  o Levels 3, 4, and 5 headings end with a period followed by a single space, and the text immediately after the space on the same line.

• Use letters and double parentheses for seriation within paragraphs [e.g., (a) …, (b) …, (c)]

• Use the “et al.” convention for citations with six or more authors every time you cite them in the body of the document. Use the “et al.” convention for citations with three to five authors after the first citation, which should include all of the authors.

• Do NOT put “Insert Table here” or “Insert Figure here” in body of text.

• Do NOT label tables as figures.

• Format tables appropriately (see APA Manual).

• When including multiple citations in parentheses, please place them in alphabetical order.

• Do not use parentheses back to back. Thus, “(10%) (James, 2009)” is incorrect and should be “(10%; James, 2009).”

• Use past tense for reporting on previous work [e.g., James (2009) reported].

• Use bulleted and numbered sentences sparingly. Always consider if they can be incorporated into paragraphs.

• Use footnotes or endnotes sparingly. Always consider if they can be incorporated into the text.

• Do NOT use “while” and “since” for non-temporal comparisons.

• Use abbreviations such as “e.g.,” “i.e.,” and “&” within parentheses, and the full text outside parentheses.

• Upload Author Bios in a separate document.

• Blind manuscripts appropriately so that you are not pointing to yourself as an author (see RER Guidelines on webpage).

• When submitting revisions, please remember to submit a fully BLINDED Word document (including in the Properties), which contains responses to the reviewers’ comments; this document is provided to reviewers of the revision.