Style Sheet for *Stockton Innovations*: Ten Steps to Successful Publication

Communication

1. Once your article is accepted, you will be notified by email from a member of the editorial board, who will become your guide through the publication process. Please keep that email for future reference.
2. Your editor will contact you to arrange an interview. Please plan on supplying a picture of yourself, or arrange for your student editor to take a picture of you doing the interview.
3. To submit both the draft and final versions of your article, please
   a. Email them directly to your editor as an MS Word doc, and
   b. Please cc your email to Professor Rosner at RosnerL@stockton.edu.

Formatting

4. Please note that you MUST keep to the word limit, or we will not be able to publish your article.
5. Please keep the formatting of your article as simple as possible. Don’t use heading styles, bold, italics, or underline.
6. Please try to avoid bullets and numbering, and keep quotations short and to the point.

Scholarship

7. All articles should include references to relevant scholarly literature. Please use MLA style for in-text quotations and list references in MLA format on a separate page at the end of your article.
   a. InBrief articles may include up to three references, one of which may be to the course for which the project was completed.
   b. InDepth articles may include up to ten references, one of which may be the senior thesis or capstone project from which the article is drawn.

Illustrations

8. You may submit illustrations to accompany your article, but you MUST have formal permission to use all images. That means you must create them yourself, or get signed permission forms from their owner(s), or be able to demonstrate that they are public domain. Pictures, graphs, charts, and formulas all count as images and must be submitted as .jpg files. Please do not embed them in the article.
   a. InBrief articles may include one illustration, and
   b. InDepth articles may include up to three illustrations.

Legal stuff

9. Please be advised that, once your final article is submitted, the Editorial Board reserves the right to edit it for consistency of style as well as for space considerations. We reserve the right to reject any article that does not conform to our guidelines or Stockton policies and procedures.
10. As part of your submission, we require that you complete and submit the Agreement to Publish ([http://intraweb.stockton.edu/eyos/honors_program/content/docs/Agreement_to_publish.pdf](http://intraweb.stockton.edu/eyos/honors_program/content/docs/Agreement_to_publish.pdf)). *Stockton Innovations* uses Creative Commons Attribution License 3.0. ([http://creativecommons.org/licenses/by/3.0/us/](http://creativecommons.org/licenses/by/3.0/us/)).