

# Incite Style Guide

## General Guidelines

1. Include a copy of the required Cover Sheet as the first page of the submission.
2. Use Microsoft Word.
3. Set flush left, space-and-a-half with as little formatting as possible.
4. Use only one space after a period.
5. Use a common, san serif typeface, such as Calibri.
6. Do not underline for emphasis.
7. Double-check spellings of proper names.
8. In instances of deliberately odd or unusual sentence structure or spelling, indicate by using [sic].
9. Do not use the space bar to align or separate text. Use tabs instead.
10. Set non-English words in Italics.
11. Include the relevant accents or special characters for the discipline in which you are writing.
12. Do not use indentations. Instead, use a double hard return after each paragraph.

## Images

1. Do not embed images into the document. Instead, submit images separately and in a JPEG format.
2. Print-worthy images must have a resolution of 300 dpi. If the image needs to be enlarged (and depending on the extent of the enlargement), it must have a significantly higher resolution than 300 dpi.
3. Title each image as it is referenced in the manuscript, and include the student author's last name, as in the example: Smith Figure 1.
4. Use a sans serif font (such as Calibri) on image captions, tables, graphs, etc.
5. Cite image sources as is appropriate for your discipline.

## Disciplinary Style Guidelines and Citations

Art History: [Chicago style](#)

Business and Economics: [MLA](#) or [APA style](#)

Communication Studies: [APA style](#)

Education: Citations for submissions should follow the appropriate journal style for your sub-discipline. Consult with your instructor.

English: [MLA](#) or [APA style](#)

Health-related Fields: [AMA style](#)

History: [Chicago](#)/Turabian style

Kinesiology, Therapeutic Recreation, Health, and Physical Education: [APA style](#)

Math:

[The American Statistical Association Style](#)

[The Mathematical Association of America](#)

[Association for Computing Machinery](#)

Modern Languages: [MLA style](#)

Papers should be submitted in the language in which they were written, with a 150-word abstract in English

Properly format diacritical and punctuation marks

Music: [MLA](#) or [Chicago](#) style

Sciences: Citations for submissions should follow the appropriate journal style for your sub-discipline. Consult with your instructor.

Social Sciences: [APA style](#)

If you have any questions, reach out to *Incite* Editor, Dr. Hannah Dudley-Shotwell at [shotwellhg@longwood.edu](mailto:shotwellhg@longwood.edu).