

# NACAA Journal Style Sheet

## Organizational structure<sup>1</sup>

Main headings: centered, bold, first letter capitalized in each word except for connecting words (such as “and” and “or”) and prepositions.

### **Title** **Abstract**

(**Abbreviations** – left justified)

(**Keywords** – left justified)

### **Introduction**

(Subheadings: left-justified, bold, first letter of first word capitalized.

Any headings below subheadings: left-justified, underlined, first letter of first word capitalized.)

### **Methods**

(Subheadings as above)

### **Results**

(Subheadings as above)

### **Discussion**

(Subheadings as above)

### **Conclusion**

(**Acknowledgements**)

(**Conflicts of Interest**)

**Literature Cited**

## Formatting

Helvetica font in Word. Just type in Helvetica in the font box; it does not appear on the drop-down menu. This document is in Helvetica.

Title: 14 pt.

Body: 12 pt. throughout

1.5 space between lines; 12 pt. break after paragraph (use paragraph formatting menu to set this

No indents in paragraphs

Full break between paragraphs

Two full breaks between major headings

Table legend above table; single line spacing

Figure legend below figure; single line spacing

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<sup>1</sup> Sections in parentheses are optional

Bullets to set off lists, like quotes; single line spacing within bullet list  
Single spacing in literature cited; no indents; 12 pt. space after citation

### Other conventions

Single spacing between sentences

No ampersands in text, use “and”

References to figures and tables in text should be Figure and Table  
(capitalized and spelled out)

In-text citations should read (Author, date). If two authors, use both names.

If more than two, use (Author et al., date). List multiple citations  
alphabetically and separate with a semicolon.

### Literature cited structure

Do not use “et al.” in the reference; all authors must be identified.

If you have an online address for the publication, please include it at the  
end of the reference. Preface the link with “Accessed on month, day, year.  
Complete link.” This ensures that all links are functional.

Following are the three most common sources; if you have sources that  
don’t fit these structures, just use the closest one and I will fix them later.

#### General structure for article:

Last name, F.M., F.M. last name, and F.M. last name. Date. Article name,  
first word capitalized only. Journal title volume(issue):pages.

#### General structure for university Extension publication:

Last name, F.M., F.M. last name, and F.M. last name. Date. Publication  
name, first word capitalized only. Extension publishing service name,  
identifying number. University name.

#### General structure for book chapter:

Last name, F.M., F.M. last name, and F.M. last name. Date. Chapter name,  
first word capitalized only, pp. In: (F.M. Last name, ed.) Book Name.  
Publisher, Place of publication.

For examples, please view the most recent issue of the Journal online.