JLM Word Template Instructions

This page contains instructions for utilizing this template. You will find additional instructions throughout the document. Before submitting, delete all instructions.

This template utilizes the following Word Styles:

**Normal** -Font: Times New Roman, 11 pt Left, Line spacing: single, Space After: 6 pt, Widow/Orphan control

**Heading 1** -Font: Calibri Light, 16 pt, Bold, Indent: Left: 0.5", Right: 0.5", Centered, Space Before: 12 pt After: 0 pt, Keep with next, Keep lines together, Level 1

**Heading 2** - Font: Calibri Light, 13 pt, Space Before: 2 pt, Keep with next, Keep lines together, Level 2

**Heading 3** -Font: Calibri Light, Space Before: 2 pt, After: 3 pt, Keep with next, Keep lines together, Level 3

**Heading 4** - Font: Calibri Light, Italic, Space Before: 2 pt, After: 0 pt, Keep with next, Keep lines together, Level 4

**Heading 5** - Font: Times New Roman, Indent: Left: 0.25", Hanging: 0.25", Level 5

**Title** - Font: Calibri Light, 36 pt, Condensed by 0.5 pt, Kern at 14 pt, Centered, Space After: 0 pt, Don't add space between paragraphs of the same style

**Subtitle** -Font color: Black Text 1 35% lighter, Space Before: 8 pt, After: 0 pt,

**AuthorInfo** -Font: Bold, Centered, Space Before: 12 pt, After: 12 pt, Don't add space between paragraphs of the same style, Level 8

**Caption** - Font: 9 pt, Italic, Space After: 10 pt

**Footer** - Space After: 0 pt, Tab stops: 3.25", Centered + 6.5", Right

**Header –** Space After: 0 pt, Tab stops: 3.25", Centered + 6.5", Right

**Hypothesis** - Font: Bold, Italic, Indent: Left: 0.31", Right: 0.75"

**Instructions** - Font: 9 pt, Font color: Gray, Space After: 3 pt,

**PicFig** - Font: Times New Roman, 9 pt, Do not check spelling or grammar, Indent:Left: -0.13", Left, None

**Quote** – Font: Calibri, 12 pt, Italic, Font color: Text 1, Space Before: 8 pt, After: 8 pt

**References** - Font: 10 pt, Indent: Left: 0", Hanging: 0.25", Space After: 0 pt, Keep lines together, Don't hyphenate

**Table Paragraph** - Font: 9 pt, Space After: 0 pt

Do not double space. Do not change the headers or footers. References are expected to be cited using an author-type citation such as MLA or APA, but do not follow the MLA or APA guidelines for formatting the document. Use only the styles provided.

Do not change the styles. For Text: If pasting information from other sources, paste in the information using **Paste Special – Unformatted Text** and then apply the appropriate style from the Word Styles ribbon. For graphics: If from other sources, tables and figures should be pasted in (embedded at an appropriate place within the text) using **Paste Special –Picture Enhanced Metafile** and then apply the style *PicFig***.** Use the Word **Insert Caption** on the **Reference** ribbon to insert the caption below the table or graphic. All tables and figures should be referenced in the text.

Title and Short Phrase:

Full Title of Article:

Short Phrase for Article (do not use spaces):

[Enter the full name of the article, and then create a short phrase from the title to be used as the filename. Do not use spaces in the short phrase. Add or delete sections as necessary for the number of authors for the submission.]

Authorship:

Name: Firstname Middle Initial Lastname, Degrees \* (Corresponding author)

Affiliation: School/Institution/Company, Address

Email:

ORCID:

Phone:

JLM Website username:

Name: Firstname Middle Initial Lastname, Degrees

Affiliation: School/Institution/Company, Address

Email: \_\_

ORCID: \_\_

Phone: \_\_

Name: Firstname Middle Initial Lastname, Degrees

Affiliation: School/Institution/Company, Address

Email: \_\_

ORCID: \_\_

Phone: \_\_

[Phones will not appear in the final version, and email will appear only for the corresponding author. ]

Authorship Contribution:

1. Author 1 name: Conceptualization; Data Curation; Data Review, Validation, Analysis, and Interpretation; Writing Original Draft; Review & Editing of Draft; Project administration; Resources; Supervising
2. Author 2 name: Conceptualization; Data Curation; Data Review, Validation, Analysis, and Interpretation; Writing Original Draft; Review & Editing of Draft; Project administration; Resources; Supervising
3. Author 3 name: Conceptualization; Data Curation; Data Review, Validation, Analysis, and Interpretation; Writing Original Draft; Review & Editing of Draft; Project administration; Resources; Supervising

Acknowledgements (if any):

[Enter the author contributions for each author listed above. Delete the type of contributions that are inapplicable so that each author’s type of contribution is noted for just that author. Copy and paste as many lines as you need for each author. Add any acknowledgements necessary ]

Source(s) of support/funding:

[Write a statement here regarding the sources of funding if any. If you have none, write a statement saying that, noting each authors name and their declaration. Delete these instructions.]

Disclosure of relationships and activities (i.e., conflicts of interests):

[Write a statement here if you have conflicts of interest. If you have none, write a statement saying that, noting each authors name and their declaration. Delete these instructions]

These are the Authorship and Conflict of Interest Statements pages. You will submit the final version twice; the first time complete (with Authorship and COI) and the second time without the authorship and COI (in order to blind the version to be reviewed).

To Submit

[Use the short phrase as a filename preceded by the last name of the corresponding author, an underscore, and title as in *Miller\_SystematicReviewLeadershipResearch.docx* for the first file. Remove these pages and just leave the main document below without author names for the second document, and remove your name from the filename to submit, as in *SystematicReviewLeadershipResearch.docx*. ]

[Delete all instructions before submitting.]

# Title of Article

Table of Contents

[Heading 1 2](#_Toc169290678)

[Heading 2 2](#_Toc169290679)

[Heading 3 2](#_Toc169290680)

[References 3](#_Toc169290681)

[Click into the toc and update to get table of contents to generate. The Table of Contents will not appear in the final publication, but is included to help the reviewers. Use the regular Word styles *Heading 1, Heading 2,* and *Heading 3* and press [F9] so that the table of contents will automatically populate.]

# Title of Article

ABSTRACT

[Abstract should be 300 words. Delete these instructions.]

KEYWORDS

[Include up to 10 key words, separated by commas. Delete these instructions.]

# Title of Article (Heading 1)

## Heading 2

### Heading 3

#### Heading 4

[Copy and paste headings as you need them, or use Word Styles of Heading 1, Heading 2, Heading 3 and Heading 5. These headings will automatically generate the table of contents. Do not change the format of the normal style or headings. Delete these instructions. It may be helpful to *Show/Hide ¶* in order to see where the invisible paragraph markers are to control the style for each paragraph. ]

# References

[The reference style is a hanging indent. Use MLA or APA or other author-name based reference style for citations. Delete these instructions.]