

## NEW STYLE SHEET FOR 2015 FOR MUSTANG JOURNALS

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### ABSTRACT

*This research details the preferred style sheet for submissions to Mustang Journals in the business disciplines and the social sciences. (Legal papers use the same title information but use Harvard Blue Book format for footnotes). The first thing to note is an abstract of 150 words or less is indented. The methods discussed will benefit those who are writing their papers for any of the Mustang Journals. The abstract should be in italics.*

### INTRODUCTION

This paper conveys the style sheet elements in an example. All papers should be submitted in MS- Word format. All text should be in Times New Roman with a 12 point font. Do not use any special formatting other than the space bar. All paragraphs should be indented via the tab button.

First, you should note that the title is in all capital letters and bold. After the title, skip two lines. Put in the first author's name in bold, but not in all capital letters. Underneath the name, write the author's school affiliation *in italics*. If more than one author, indicate with an \* which author is the corresponding author and put the contact information for the authors at the end of the paper. After the last author's information, skip three spaces and put in the heading for the abstract.

For references in the body of the paper, we use the following format. The current population of Finland is 5,401,267 at the end of 2011 (Statistics Finland, 2012), comparable in size with Oklahoma in the United States. If a direct quote is used, "the page number is added at the end" (Ludlum, Moskalionov, and Ramachandran, 2010 at 17). Headings for the paper should be centered and in all capital letters and bold.

### METHOD FOR BUSINESS AND SOCIAL SCIENCE PAPERS

Terms should be defined and references given. If there is one reference for a statement, use this format (Arcada, 2012). If a statement has multiple references, use this format as a guide. Females tend to be more ethical than males (Ludlum and Smith, 2011; Ludlum, 2010; and Ludlum, 2004). The references are separated by a semicolon. If you are using references, you should NOT use any footnotes. Include that information in the text of the paper.

Statistics, if used, should be explained. The statistical information can be reported as this example. A strong majority of students agreed (69% agreed, 11% disagreed). We also

found that students who were employed ( $x^2=13.976$ ,  $df=8$ ,  $p=.082$ ) and younger students ( $x^2=75.717$ ,  $df=44$ ,  $p=.002$ ) supported more individualized views of ethics.

The statistical information can also be included in a chart or graph. Please insert the graph(s) or chart(s) into the paper where they belong. Remember, the papers will be printed in black and white only. Therefore, you should experiment with any graph that requires multiple shades to be understood or read.

## IMPLICATIONS FOR FUTURE RESEARCH & CONCLUSION

Do NOT use any header, footer, or page numbering system. These are tedious to correct and edit for the final journal proof. Following a conclusion, you should put all of your references. Main headings should be in all capital letters, centered, and bold type. Secondary headings (if used) should be in all capital letters and centered. The references should not be numbered. Instead, put the references in alphabetical order by the author's last name.

Be cautious about using links to find your references, since the links change so often, they are useless a year after the paper is published! After the end of the body of the paper, skip three spaces, then put in the heading for references. Skip another space then include the references. Single space all references. Keep all references in 10 point font. Notice that Mustang Journals uses *italics* rather than underlining. Italics are much easier to read and duplicate. After the references, put the information for contacting the author(s) with school affiliation and email address.

## REFERENCES

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