



## CARLA Working Papers Manuscript Preparation Guidelines

*Note: Papers published as part of a CARLA Working Papers volume are formatted in-house for consistency and style. Authors and editors are expected to meet the guidelines below to facilitate this process and avoid delays in the publication timeline. Please consult this checklist before submitting your manuscript and during the editing process. Thank you!*

- Use one space after periods and colons, not two.
- Use capitalization consistently with terms such as White or Indigenous; editors should follow an author's lead regarding capitalization.
- Follow APA Style guidelines concerning the use of [italics](#) and [quotation marks](#).
- Follow APA Style guidelines for the formatting of tables and figures.
- Follow APA Style guidelines concerning the spelling out of [numbers](#).
- Do not include screenshots in your manuscript.
- Do not use color tables and figures; all *CARLA Working Papers* are published in black and white.
- Ensure that you have permission to use copyrighted materials such as images, text excerpts, and the like; if you do not have permission, please find a way to summarize these materials rather than including them in the manuscript.
- Use the APA Style system of [headings](#).
- Number any research questions and put each question on a new line; numbers should be formatted as 1., 2., 3., etc.
- Double space your manuscript throughout, including tables, research questions, data excerpts, indented quotes, references, and appendices.
- Include an abstract with your submission.
- Do not include keywords with your submission.