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| ***wpa-logo-gray2.jpg*** | ***WPA: Writing Program Administration***  **Submission Cover Sheet** |

Please prepare all manuscripts according to the following guidelines and include this cover sheet. Doing so will facilitate anonymous, fair review and efficient handling of your work. Submissions that do not follow these guidelines will be returned without review.

* Article submissions should not exceed 7,500 words. “Everything is Praxis” submissions should not exceed 5,000 words.
* Style your article according to either the *MLA Handbook* (9th edition) or the *Publication Manual of the American Psychological Association* (7th edition), as appropriate to the nature of your research.
* Include an abstract (maximum 200 words) at the beginning of your manuscript.
* Save your manuscript as a .doc or .docx format file.
* Double space your manuscript and include a running header with page numbers and an abbreviated title.
* Use clear and distinct styles (preferably your word processor’s default heading styles) to distinguish main and secondary headings.
* Tables, figures, notes, and appendices should be used sparingly and judiciously.
* Thoroughly check and cross-check all citations that appear in your manuscript to ensure their accuracy and correct format.
* If your research includes human subjects (interviews, focus groups, observations, student papers, etc.), include an endnote with your IRB protocol number.
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