



Researching Consumer Economic and Financial Issues

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Guidelines and Template for Authors

Consumer Interests Annual (CIA), the annual conference proceedings, is published electronically on the ACCI website. **CIA submissions tend to be regularly cited.**

This guide outlines the style and format for manuscripts for the 2018 issue. Manuscripts that do not conform to these guidelines will be returned to the author for corrections.

Deadline for Submissions: June 29, 2018

- **Name your submission file as (Lead Author Last Name)CIA2018. As an example: PhillipsCIA18 if Phillips was the lead author.**
- **Please upload your submission directly to the ACCI folder at this link: <https://ardensolutions.sharefile.com/r-re1a868bf262474c9>**

Paper Types

Abstracts, extended abstracts, or full papers will be accepted. Authors should follow the American Psychological Association (APA) 6th edition for style.

Document Submissions

Please submit as .doc or .docx files using Microsoft Word, only. These formats allow for consistency, thus no other format will be accepted. You will be notified within a few days upon receipt of your manuscript or abstract. If you don't receive the verification e-mail, please contact, Conference Proceedings Editor, at Lorna.WoundedHead@sdstate.edu. Of course, you may also email questions or contact the ACCI office, admin@ConsumerInterests.org or 727-940-2658 x 2002.

Format

A template of the accepted format for manuscripts and abstracts follows on the next page of these guidelines. Please carefully follow this template. For tables and figures, please refer to the American Psychological Association (APA) 6th edition. These will carry a copyright by ACCI. **Submission of a two to four page extended abstract is preferred rather than a simple abstract.**

**Line 1 of the Title in Bold Arial 12 pt. Font
Followed by Line 2 if Necessary**

**First Author Name, First Author Institution¹
Second Author Name, Second Author Institution²**

This is the template for *Consumer Interests Annual* (CIA) submissions. Please note that submissions that do not adhere to this template will be returned to the authors with a request that the abstract or paper be resubmitted. **CIA submissions that do not adhere to this template will not be included in the proceedings.** PowerPoint and other presentation slides will not be accepted; please convert the presentation slides into this proceedings format.

The text of the abstract, extended abstract, or full paper may be pasted here. If submitting an abstract, then simply use this template without any other section headings. If submitting a full paper, use this template but add section headings to denote the Abstract, Introduction, Literature Review, Methods, Results, Discussion, and References (or the section heading titles used in your manuscript) in a manner similar to the "References" section heading below (i.e. centered, bold Arial 10 pt. font). Use left justification.

Note that with the exception of the paper title, all text is Arial 10 pt. font. The margins on the page are set at 1" all around, paragraphs are single spaced, and the body of the abstract/paper uses left justification. Line spacing is optional before and after each line. **Please include the author name(s) and affiliation(s) using superscripts; please do not use the footnote or endnote function.** When the submissions are aggregated the footnote or endnote functions cause numbering problems throughout the document. Submissions that include footnote, endnote, or citation software macros will be returned to the authors and will not be included in the proceedings unless removed by the authors. Do not insert page numbers, as page numbers will be added once all submissions are combined for the final CIA document.

References

All references should follow APA 6th Edition

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Acknowledgements

If any acknowledgments are desired, place the acknowledgements here. If no acknowledgements are desired or required, simply delete the Acknowledgements Section.

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