



Researching Consumer Interests

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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**, which is of value to your work.

This guide outlines the style and format for manuscripts for the 2021 issue. Manuscripts that do not conform to these guidelines will be returned to the author for corrections or rejected.

Deadline for Submissions: June 30, 2021

- **Name your submission file as follows: Lead Author Last Name First Name CIA2021 (no spaces). As an example: TiltonJudithCIA2021.**
- **Please upload your submission directly to the ACCI folder at this link:**
<https://ardensolutions.sharefile.com/r-rbbf3ff9d2f164bb99a945a2002e2dde5>

Paper Types

Abstracts, extended abstracts, or full papers will be accepted. Authors should follow the American Psychological Association (APA) 7th 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 not receive any notification that your manuscript or abstract was received. If you are not sure it was received or uploaded correctly, please contact the ACCI office at admin@consumerinterests.org or (727) 940-2658 x 2002. If you have any questions regarding the proceedings, please contact the Conference Proceedings Editor, Lu Fan, at fanlu@missouri.edu.

Format

A template of the accepted format for manuscripts and abstracts follows. Please carefully follow this template. For tables and figures, please refer to the American Psychological Association (APA) 7th 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 paragraph. **Please include the author name(s) and affiliation(s) using footnote not endnote function.**

References

All references should follow APA 7th Edition

Author, I. (YEAR). *Title of the document is placed here using the most current APA style: This is an example of an online document.* Retrieved from <http://www.apastyle.org/>

Author, I., Author, II., Author III., & Author IV. (YEAR). Title of the article is placed here using the most current APA style: This is an example of a journal article. *Title of the Journal Here, vol(issue), pp-pp.* Please remember to space between author's initials. Virginia A. B. Phillips is correct, not Virginia A.B. Phillips.

Acknowledgements

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

¹ Name (email address), Job Title, Department

² Name (email address), Job Title, Department