GUIDELINES FOR AUTHORS OF PAPERS IN NEW SOLUTIONS

General formatting
1. The paper margins should be set at 1 inch (2.54 cm) all around. Paragraphs should be indented .25 inches (0,63 cm).
2. The text should be double-spaced throughout, including offset quotes and the references.
3. Authors should put in the text a note where a table or figure is to be placed - as follows:

<< place figure 1 here >>

Abstract and Key words
1. The abstract is limited to 150 words and should be done in paragraph format and not by sections of the paper as many scientific journals require these days.
2. A list of 3 - 5 key words should follow the abstract.

Acknowledgements
Any acknowledgements or explanations to readers regarding funding and other potential or actual conflicts of interest should be in a section with the heading Acknowledgements that follows the end of the text and precedes the Notes and References.

Use American Spelling
New Solutions publishes articles in the English language. The journal uses American spellings and does not use British English.

**Headings**

**First-level heading is in bold**

**Second-level heading is in italics**

The following paragraph is indented

**Third-level heading is in italics.** The paragraph continues without any inserted space or line.

**Numbers**

1. Spell out whole numbers from zero through one hundred, round numbers, and numbers beginning a sentence.

2. Round numbers: Except in the sciences, any of the whole numbers followed by hundred, thousand, or hundred thousand are usually spelled out, e.g.

   a. The population of our city is more than two hundred thousand.

   b. The official attendance at this year’s fair was 47,122.

3. If a year must begin a sentence, spell it out; it is usually preferable to reword the sentence.

4. Ordinal numbers have the same rules as cardinal numbers explained above (fortieth, but 122nd and 123rd)

**Notes**

Notes are to be kept to a minimum. Notes are cited and listed separately from References and are found in a separate section.
Notes should cited with a superscript lowercase letter—a as shown. The notes should be listed at the end of the text just before the references, with a Heading Notes. The notes should be listed alphabetically in the order of appearance, with lower case letter followed by a period (a., b., etc.).

References and Citations

1. Do not use the MS Word automatic reference or note tools. A bibliographic management software application, such as Endnote, can be used. Apply the SAGE Vancouver style.

Citations

Citations should be numbered with a superscript numeral following the text requiring the citation. If the citation comes at the end of the sentence, the citation number should be placed after the end of sentence punctuation mark, as shown below. Three or more citations in consecutive order should list the first and last with a dash in between. If a string of 3 or more citations is not in consecutive order, they should be separated by commas.

Examples:

- Tojo argues that, at least in theory, this cannot be applied.
- Labor organizations are building momentum for shaping policy changes.
- Smith and Jones have shown that worker training has been effective in these circumstances.
- These regulations have been in place since the 1930s.
- Multiple studies have shown similar results.
References

1. References are numbered in order of appearance, followed by a period (as shown here)
   1. Reference
   2. Reference
   3. Reference

2. Journal titles are abbreviated as in PubMed and italicized:

3. Up to three authors may be listed. If more, then list the first three authors and represent the rest by et al. Fewer author names followed by et al. is also acceptable. Where et al. is used, it should always be upright, not italic in both references and textual citations.

4. Last Names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, year)

5. Names containing Jr or II should be listed as follows: • Author Last Name Initial Jr (year)
   • Author Last Name Initial II (year)

6. The styles for references follow (SAGE Vancouver):

Book


Chapter in book

**Journal article**


**Journal article published ahead of print**


**Website**


**Conference paper**


**Thesis/dissertation**

**Patent and patent applications**


**Report (published/unpublished)**

MacDonald S. The state of social welfare in the UK. Report, University of Durham, UK, June 2011.


**SAE/JSAE etc. papers**


**Newspaper/magazine**


**Package insert (medical etc.)**


**Manual (automotive etc.)**


**Standard**


**Code of Federal Regulations**


Federal Register

An item from the Federal Register is cited the same way as a standard journal article. Abbreviate the title to Fed Regist. and see Chapter 1A for journal article citation information.


U.S. Congressional Hearing

House


Senate


U.S. Congressional Report

House report


*Senate report*


*Template for Interview data*

Author Surname.Author Initial. Title. Location; Year Published.

Example:

Hicks D. David Hicks: Australian Story Special. Australia; 2011.