# THE TITLE OF YOUR SUBMISSION IN BOLD CAPITAL LETTERS

Your Name<sup>1</sup> and Your Coauthor<sup>2</sup>

- College or Department, University, City, State/Province Abbreviation (e.g. FL), Country (e.g. USA)
- 2. Industry or Business, City, State/Province Abbreviation, Country

Running Head: Few er Than Forty Characters

# **Corresponding Author:**

Your Name College or Department 123 University Drive Office 100 City, FL 00000 youremail@email.com 555-555-1234 **ABSTRACT** 

Your first page should be the title page, an example of which is on the previous page. This page

should list the submission title, all authors, author affiliations, a running head of fewer than forty

characters and a corresponding address, phone number, and email address for the corresponding

author. Everything on that page should be double-spaced, except for the address of the

corresponding author. The second page of the submission should be the abstract. All primary

headings, including the word "Abstract" on this page, should be in bold, capital letters. There

will be examples of our heading system below. Notice that the abstract is also double-spaced,

with no paragraph indent. Below are the key words. Note the formatting of this section, with

"Key words" in bold and each key word separated by a semicolon. The first word and all proper

nouns in each entry should be capitalized, and other words should be lowercase. This section

should contain no more than 250 words.

Key words: Technology; Innovation; Engineering education; Inventors; Patents

#### INTRODUCTION

On a new page immediately following the abstract page, the submission begins. These paragraphs are indented, double-spaced, and the entire document should be Times New Roman and 12 pt. font. We highly discourage the use of bold, underline, and italicized text for emphasis. All citations should be in CSE Citation Sequence style, meaning that the in-text citations should appear in the same order on the reference page as they do in the document. In-text citations should be the number of the reference in parentheses. The end of this sentence has an example of an appropriately formatted in-text citation (1). Because we use CSE Citation Sequence Style, the first reference that is used in the text should be the first reference on the reference page. The following in-text citations should appear in numerical order, but can be repeated, and multiple citations may be used at once (2,3). Note that there is no space between the numbers in the last set of parentheses (4-7).

## **Secondary Heading**

As previously noted, primary headings should be in bold with all capital letters, like the word "Introduction" at the top of this page. Secondary headings should be in bold with the first letter of each word capitalized.

## Tertiary Heading

Tertiary headings are not bolded but italicized text, with the same capitalization rules for secondary headings. Generally, this journal only accepts three levels of headings. Note that these

headings are not numbered, so any description of the article submission in an introductory paragraph should not refer to "Section 1" or "Chapter 1" but to the name of each section. If a submission includes numbered sections, the numbers will be removed. Articles should be no more than 6,500-7,500 words, editorials should be no more than 3,500-4,500 words, and patent reviews should be no more than 1,500-2,500 words.

#### **Other Rules**

Tables and Figures

Tables and figures are to be placed where they would ideally appear in the printed text.

Please submit figures and tables in the highest resolution possible. Please be sure that tables are editable.

**Equations** 

All equations should be typewritten. Mathematical notations should be simple and suitable for a multidisciplinary audience, and if possible, included in the text rather than as a separate figure.

Footnotes

Avoid footnotes. Include footnoted material into the text.

#### **Bullets and Numbers**

Please avoid all use of bullets and numbers. One level of bullets or numbers may be accepted, but may be removed at the discretion of the editorial staff.

## Block Quotes

Please avoid block quotes where possible. Any quote that is four (or more) lines long should be in block quote format.

## Acronyms

The first use of the acronym should be in parentheses after the full phrase. For example, Science, Technology, Engineering, and Math (STEM) should appear as it does in this sentence when it is first used. After that, the acronym STEM will suffice. Please do not introduce an acronym without also introducing the entire phrase, and please do not repeatedly use a phrase that could easily be replaced with a common acronym.

## Conflict of Interest

Author(s) should indicate any competing interests with the information in their submission. If the author(s) do not have competing interests to disclose, they should still include a statement with their submission to this effect.

If data from any source other than the authors is used in tables or figures, it is the responsibility of the authors to obtain permission to reproduce such material. Editorial staff may ask authors to provide proof that permission has been granted from the original publisher and indicate the source when signing our copyright forms.

## **Article Processing Charge (APC)**

Article processing charges ensure that each article will be made freely available online immediately upon publication, will be hosted online in perpetuity, and receive professional copyediting and proofing. Publication costs of the journal are covered by the collection of article processing charges, which are paid by the funder, institution, or author of each manuscript after the article has been accepted by peer review. Each submission will be charged \$1500 in article processing charges.

Dues-paying NAI Fellows and Senior Members will receive a 20% discount on article processing charges.

Many institutions and funders will allow you to apply for funding to publish your research open access, which may occur at the point of applying for the research funding or once you have completed the research. If you are interested in publishing with *Technology & Innovation* but believe you will be unable to pay the article processing charges, please contact <a href="mailto:tijournal@academyofinventors.org">tijournal@academyofinventors.org</a>. Please note that refunds will not be given if articles are retracted due to author error or misconduct.

#### References

A sample reference page will be included on the last page of this document. The sample references are merely examples and are not works actually cited in this document. Please style all references in the CSE Citation Sequence style, NOT CSE Name-Year. All information about both styles can be found at <a href="http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html">http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html</a>. Please be sure to click on the tab labeled "Citation-Sequence and Citation Name" and follow the instructions listed for each type of source. Below are a few common types of sources and their CSE Citation Sequence formatting guides. This list is not exhaustive. See the sample reference page at the end of the document for more examples. Unpublished material is not suitable for the reference page of the document. The reference page should be single-spaced.

Journal References

Author(s). Article title. Journal title. Date; volume(issue): location.

Book References

Author(s). Title. Edition. Place of publication: publisher; date. Extent. Notes.

Website References

Title of Homepage. Edition. Place of publication: publisher; date of publication [date updated; date accessed]. Notes.

# **Publishing Process**

Authors will be able to read feedback from reviewers and make changes before editorial changes are made to the manuscripts. When editorial changes are made to the document, it will be sent back to the corresponding authors, who will be given 48 hours to respond to changes, answer queries, and make minor changes. No major changes or rewrites will be allowed at this time.

## **CONCLUSION**

For any questions related to formatting or submitting manuscripts, please contact T&I at <a href="mailto:tijournal@academyofinventors.org">tijournal@academyofinventors.org</a>.

# **ACKNOWLEDGEMENTS**

Any acknowledgements should be included at the end of the manuscript. Please keep acknowledgements brief and without lengthy description of the reason for acknowledgements.

#### REFERENCES

- 1. Smart N, Fang ZY, Marwick TH. A practical guide to exercise training for heart failure patients. J Card Fail. 2003;9(1):49–58.
- 2. Ferrozzi F, Garlaschi G, Bova D. CT of metastases. New York (NY): Springer; 2000.
- 3. Lutz M. 1903: American nervousness and the economy of cultural change [dissertation]. [Stanford (CA)]: Stanford University; 1989.
- 4. Blanco EE, Meade JC, Richards WD, inventors; Ophthalmic Ventures, assignee. Surgical stapling system. United States patent US 4,969,591. 1990 Nov 13.
- 5. Weiss R. Study shows problems in cloning people: researchers find replicating primates will be harder than other mammals. Washington Post (Home Ed.). 2003 Apr 11;Sect. A:12 (col. 1).
- 6. APSnet: plant pathology. St Paul (MN): American Phytopathological Association; c1994–2005 [accessed 2005 Jun 20]. <a href="http://www.apsnet.org/">http://www.apsnet.org/</a>.
- 7. Savage E, Ramsay M, White J, Beard S, Lawson H, Hunjan R, Brown D. Mumps outbreaks across England and Wales in 2004: observational study. BMJ. 2005 [accessed 2005 May 31];330(7500):1119–1120. http://bmj.bmjjournals.com/cgi/reprint/330/7500/1119. doi:10.1136/bmj.330.7500.1119.
- 8. Brogden KA, Guthmille JM, editors. Polymicrobial diseases. Washington (DC): ASM Press; 2002 [accessed February 28, 2014]. <a href="http://www.ncbi.nlm.nih.gov/books/NBK2475/">http://www.ncbi.nlm.nih.gov/books/NBK2475/</a>.