**Guidelines for Submission of Articles**

The following guidelines should be followed when preparing articles for submission to Here and There

1. All manuscripts should use APA style and be between 300-750 words in length. Leave one blank line between paragraphs and before and after headings.
2. All manuscripts should have a concise, comprehensive title section (actual title of article, author, and author's chapter/school).
3. All manuscripts should be submitted in Microsoft Word using Times New Roman, 12-point font.
4. All manuscripts should have 1-inch top, side, and bottom margins.
5. Authors should carefully proofread their submissions, utilizing correct grammar and punctuation and avoiding the use of contractions.
6. Manuscripts should have, at a minimum, one reference/citation.
7. E-mail the editor and attach your chapter article by the deadline.