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Whenever possible, the text discussion should be divided into such major sections as **INTRODUCTION**, **METHODS**, **RESULTS**, **DISCUSSION**, **ACKNOWLEDGMENTS**, and **REFERENCES**. Each heading should be in capital letters, centered, and in bold. Secondary headings, if any, should be flush with the left margin, in bold characters, and have the first letter of all main words capitalized. All manuscripts should be left- and right-hand margin justified.

ACKNOWLEDGMENTS of collaboration, sources of research funds, and address changes for an author should be listed in a separate section at the end of the paper after the section on **References**.

EXPLANATORY FOOTNOTES should be kept to a minimum and be numbered consecutively throughout the text and aggregated in sequence under the heading **NOTES**, at the end of the text but before **REFERENCES**.

REFERENCES. The “REFERENCES” section serves to provide the reader with sufficient information so that he or she can easily locate the work cited in the research. Each entry in the reference list must be cited in text, following a name/date reference system. The text citation and reference list entry must be identical in spelling and year. Overall, each reference should include the following information author(s)’ name (last name, initial first and middle names); date the work was published; title of work; title of journal, or book in which the work was published; volume and number of the issue [example: volume 1, number 1 would appear as *I(1)*]; page numbers (in the case of journals, serials, and proceedings). See the sample below.

FIGURES and TABLES should fit the size of the journal (with Left/Right margins = 2” and Top/Bottom margins = 1.75”). Thus, if needed, font 10-point can be used. All FIGURES and TABLES should be placed in appropriate locations in the text.

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SAMPLE

REFERENCES

- “Minority Business Owners Face Digital Divide.” (2000, November 16), *The Tampa Tribune*: 3.
- Gordon, S. B., Zemansky, S. D., & Sekwat, A. (2000). “The Public Purchasing Profession Revisited.” *Journal of Public Budgeting, Accounting & Financial Management*, 12 (2): 272-290.

Cibinic, J., & Nash, R. C. (1998). *Formation of Government Contracts* (3rd ed.). Washington, DC: Government Contract Program, George Washington University.

Williamson, O. E. (2002). "Transaction-Cost Economics: The Governance of Contractual Relations." In S. Arrowsmith and K. Hartley (Eds.), *Public Procurement* (Vol. 1, pp. 3-31). Northampton, MA: Edward Edgar Publishing Limited.

For a reference from a website, please use the following style:

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