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**Line spacing.** Before a paper is typeset, copyeditors mark up a hard copy with corrections and instructions to the typesetter. Therefore, the manuscript must be double-spaced (not 1.5 or 1.7-spaced) throughout, including text, footnotes, and references. Only tables and figures may be left single-spaced. (LaTeX users can put “\renewcommand{\baselinestretch}{2}” in the preamble of the source file.)

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**Paragraph indentation.** The only reliable way to indicate new paragraphs on double-spaced copy is by indenting the first line.

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JEEA uses sections, subsections, and subsubsections numbered with Arabic numerals. The paper must open with Section 1, which is typically the introduction: “1. Introduction”. Subsections are numbered 1.1, 1.2, ..., 2.1, 2.2 etc. Subsubsections are numbered 2.3.1, 2.3.2, etc. Unnumbered subsections or subsubsections are allowed if the numbering is a distraction, but it must be clear what kind of section heads are to be typeset.

Tables, figures, and equations should be numbered consecutively 1, 2, etc. throughout the paper (rather than, for example, numbering the equations in Section 2 by 2.1, 2.2, etc.).

A single appendix should be called “Appendix”. Multiple appendices should be labeled “Appendix A”, “Appendix B”, etc. Each appendix, whether there is one or many, can have a title, such as “Appendix: Proofs” or “Appendix B: Data”. If one appendix has a title, then all must have titles. The numbering of tables, figures, and equations within each appendix is restarted and preceded by the letter of the appendix (or by “A” if there is a single unlettered appendix), such as A.1, A.2, B.1, B.2, etc.

Cross-references. When cross-referencing Sections and Tables, capitalize the "S" in Section and the "T" in Table.

References. Put the list of references at the end of the paper (after any appendices), with the unnumbered section heading “References”. References appear in alphabetical order by last name. Multiple references by the same author(s) are listed chronologically.

Consult a recent issue of JEEA and match as closely as possible the format of the references and citations. (For example, use round brackets rather than square brackets for the years in citations.) An exact match may be beyond the capabilities of you and your software, but the closer you follow the format, the fewer errors will be introduced during the typesetting.

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Miscellaneous.

- Figure captions go underneath the figure and notes are integrated into the caption.
- For tables, captions go above the table and notes go below it.
- When using quotes, please use double quotes instead of single quotes.
- Do not italicize Latin expressions; e.g., "et al."