

FILIPINA GLOBAL LEADERSHIP (working title)

Chapter paper format (22 March 2014)

GENERAL:

- Paper size when printed - 8.5 x 11 inch paper
- Margins - 1 inch
- Spacing - double
- Font – Times New Roman, 12 point
- Include a page header (also known as the "running head") at the top of every page of your chapter. To create a page header/running head, insert page numbers flush right. Then type the title of your chapter in quotes "ABCDE FGHIJKL MNOPQRST UVWXYZ" in the header flush left using all capital letters. The running head is a shortened version of your chapter's title and cannot exceed 50 characters including spacing and punctuation.

TITLE PAGE: double-spaced

- Chapter Title -- Type title in upper & lowercase letters centered in the upper half of the page.
- Author's name – your first name, your middle name or initials, and your last name
- Institutional Affiliation, if any and if you want to be identified

ABSTRACT PAGE: 150 to 250 words only, single paragraph, double-spaced, one page

- Write a concise summary of the key points of your leadership story/essay/case study/best reflected self. You may also include possible implications of your chapter to leadership development or leadership studies, theory and practice.
- List keywords from your chapter in your abstract page. To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

BODY OF CHAPTER: 10 – 15 pages, double-spaced

CITATIONS AND REFERENCES:

- Please use the APA style (6th edition). Here's an online resource from Purdue University. <https://owl.english.purdue.edu/owl/resource/560/01/>

ABOUT THE AUTHOR: separate page, double-spaced

Think of this *About the Author* section as your biography, in 250 words or less. It should be written in the third person. It should show why you are the right person at the right time to write this book chapter.

You may wish to ask a friend to read your chapter aloud to you for flow. When you are ready to submit, please save all pages as ONE Microsoft Word document (title page, abstract page, chapter pages, citations and references, about the author page). Save file as your FIRST_LAST NAME. Please upload your Chapter and your signed/dated Publishing Agreement to: <http://www.filipinawomensnetwork.org/chapter>