



## Submission and Format Requirements

Please **complete and return** this form to the administrative office of *The American College of Civil Trial Mediators (20 N. Orange Ave., Suite 704, Orlando, FL, 32801)* upon selection of the topic and/or of an article/submission for consideration for publication in the American Journal of Mediation.

### **All articles and papers must conform to the following requirements:**

- WORD Format, typewritten, single spaced, text justified on 8½ x 11 inch paper. Once an article has been accepted for publication, the paper must comply with the following "Custom" format requirements: WORD / File / Page Set-Up /  
Margins: [1" Top/ Bottom] [1.25" Left/Right]  
Paper: Custom Size [Width 7"] [Height 10"]
  - Papers shall not exceed 30 pages in length, including appendices (if any) and footnotes, which should be single-spaced. Papers shall include footnotes, **not endnotes**. Text and footnote type shall be in 12-pt. Times Roman font.
  - The College will accept **only** electronic submissions as e-mail attachments; these should be **WORD** documents, printouts of which should conform to all other paper requirements.
  - Submissions shall be in **FINAL FORM**. There is no post-submission proof reading and/or editing prior to printing. **DRAFTS OF PAPERS SUBMITTED WILL NOT BE ACCEPTED.**
  - Each author shall provide a brief biography of no more than three to five sentences which will be included in the Journal.
  - Advise if your paper has been previously published and if so, include the name/address of the previous publisher(s) and publication(s) and dates of publication(s). Provide your written permission for including the article in the AJM warranting there are no publication restrictions or limitations that would be applicable.
  - A **separate COVER SHEET** for the paper should include (form provided herein):  
**(Do not include personal identifiers in the paper itself)**
    1. Author's full name, contact addresses (mail and e-mail) and telephone number(s).
      - a. All future communication will be via e-mail unless otherwise noted.
    2. If applicable, the full name(s) / address of the Law School and participating students.
- Noncompliance with these requirements will affect evaluation for publication***

**COVER SHEET**  
American Journal of Mediation  
(Complete for EACH Article Submitted)

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**Has The Article Been Published Before:** \_\_\_\_\_ **If Yes, provide the name/address of previous publisher(s) and publications(s) with dates. Your signature below constitutes written permission for inclusion of the article in the AJM and warrants there are no known restrictions or limitations undisclosed which would compromise publication.**

**Author's Biography:** (Continue on Separate Sheet )

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