

Using the IJCI Word Style Template for Your Paper

John R. Whitman, Ph.D.

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Introduction

We welcome submissions in Microsoft Word format that use the IJCI style template. You may download and freely use the “IJCI-template.dotx” file located in the IJCI journal website.¹ You may also request a copy by emailing me at johnRwhitman@mac.com. Once you have the template, open Word, open the template file as a document, and then, before entering any text or making any other changes, save it as a template to your version of Word. Then, each time you start a new document, open “New from template,” and select the IJCI-template to start your work. Then, save your work using “Save as” a .docx file. If you accidentally save work to the dotx file, you may re-install the template using the steps above, so store the original .dox file in a safe place (or download it again).

Style Options

Here I will explain each of the styles available in the IJCI style template, which appears below in Figure 1 below. Note that we use APA formatting and require APA7 as the style for citations and

¹ See the journal website: <https://journals.flvc.org/IJCIInside>, cited 21 September 2026.

bibliographies (American Psychological Association, 2020). Note also that we do not use all styles; some will indicate “unused.”

For poetry titles, use the appropriate A-ManuscriptHeading style below (1, 2, 3, or 4), and for poetry text, which can be flexibly formatted, use A-ManuscriptText.

Clear Formatting	Use this only to clear the format used when pasting text from another source and you do not match the formatting. Then select the appropriate style from the style menu.
A-Abstract Title	Use this to provide a title for your abstract. The text of the abstract should use the regular A-ManuscriptText format below.
A-Manuscript Block Quote	Use this for a block quotation typically over 40 words or longer. This will indent both sides of the quotation and will not use quotation marks.
A-ManuscriptHeading1	The body of every manuscript should begin with a Heading1 style.
A-ManuscriptHeading2	Second level of heading.
A-ManuscriptHeadingn3	Third level of heading.
A-ManuscriptHeading4	Fourth level of heading. Headings below this level should simply use manuscript text in bold.

A-ManuscriptText	This style is used as the standard text style in paragraphs throughout the paper that are not otherwise formatted.
A-PoetryText	This style is the same as ManuscriptText, but authors may modify it for their preferred poetry style and save the style for later use, if they like.
APAFigurehead	Unused. (Use Caption for figures that are not tables.)
APAOrigQuote	Use this if you copy word for word from another source and do not wish to format it as a quote manually.
APAReferece	Used for references when the EndNote software is not being used.
APATableHead	The style used to table headings.
EndNote Bibliography	This style is automatically used only if you use EndNote. This style does not refer to endnotes (as distinct from footnotes); EndNote is a proprietary citation management software program.
EndNote Bibliography Title	You may provide your EndNote bibliography a title using this style.

<i>Keywords</i>	This will format your keywords. Once you have formatted the title “Keywords:” then be sure to turn off the italics for the subsequent keywords in normal font that you enter on the same line, separating each with a comma and ending with no punctuation. See sample above, below date.
Normal	Unused. If you use Normal for any purpose, please provide a note explaining how you use text formatted as Normal.
Heading 1	Unused
Caption	The style used for captions.
Footer	Used automatically for page numbers only.
Header	Unused
Hyperlink	Use only for online works, as this feature does not function when printed.

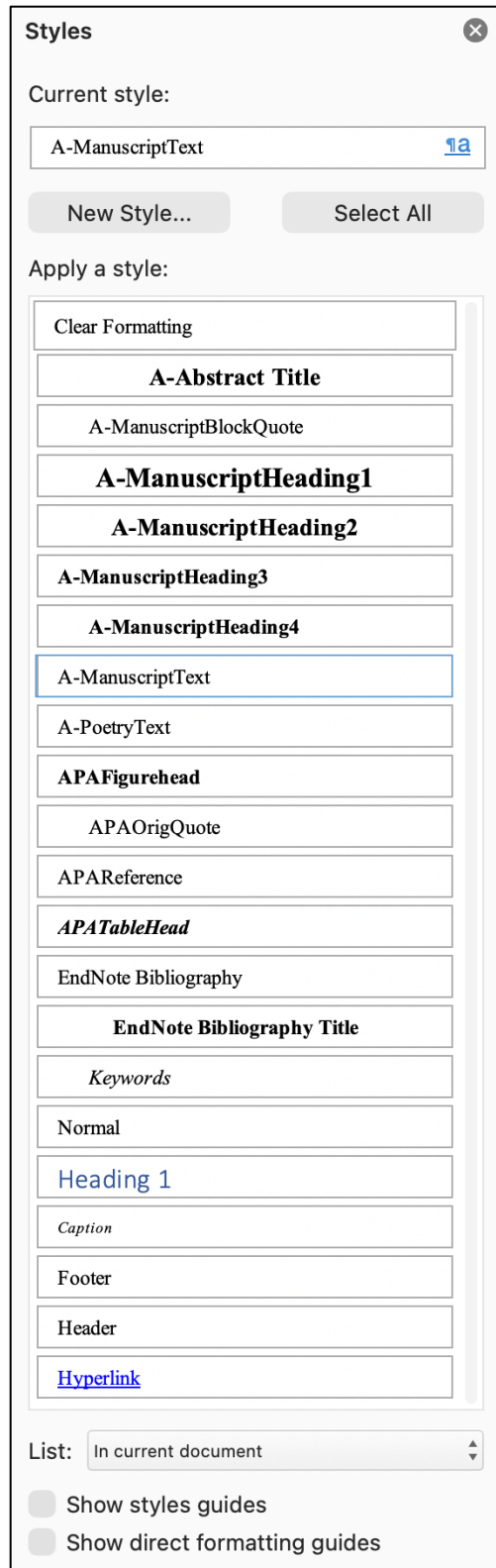


Figure 1: IJCI style template features

Conclusion

Using the IJCI style template will make your work easier as you prepare papers to submit to the journal. Using these styles will also facilitate preparing your paper for typesetting prior to publication. Updates to these styles may be posted in the future on the IJCI website. Please feel free to offer comments and suggestions to me at johnRwhitman@mac.com.

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th. ed.). American Psychological Association.