

# Tennessee CPA Journal Manuscript Guidelines

A publication of the Tennessee Society of Certified Public Accountants

## Content

Submissions must be original content created by the author and must be in keeping with the Society's mission/goals (non-compete for membership or continuing professional education programs). Topics must be non-commercial and not self-promoting.

Articles should be on issues relevant to CPAs practicing in Tennessee. Our audience is primarily accountants in public practice, although approximately 40 percent of our members also serve industry, government and education. Articles related to specific industries are acceptable.

Articles should be of a practical nature, offer guidance in complex situations, offer methods to improve practice or help resolve questions arising in practice. We accept some articles that are based on questionnaires. References to specific statistical tests should be included in the endnotes. Our readers are primarily interested in the results of the questionnaire and conclusions that may properly be drawn from the results.

Factual accuracy is the responsibility of the author. Facts should be thoroughly checked before the manuscript is submitted.

## Self-study questions

Authors should include three one-sentence True/False questions taken from the subject matter of each article submitted to the *Tennessee CPA Journal*. These questions will be used for possible inclusion in the CPE Self-Study Exam, which accompanies each issue of the *Tennessee CPA Journal*.)

## Format

Manuscripts should be single-spaced. Paragraphs should not be indented. Manuscripts should follow the [Associated Press style](#) guidelines. Numbers from one through nine should be spelled out, except where decimals are used or where the numbers are in tabular form. Numbers 10 and above should be written numerically. The percentage symbol should not be used, but written out, e.g. 3 percent, and not 3%. The manuscript should be written in third person and in non-sexist language.

The names(s) of the author(s) should not be on the manuscript itself, but provided in a separate document with the Biography of Author(s).

## Biography of Author(s)

Names, title, certifications, employers and brief biographical information (e.g. professional memberships) should be on a separate cover page that includes the title of the manuscript. Also, please include a complete mailing address (no P.O. boxes please), business telephone number and e-mail address.

## Length

Manuscripts should run between 700 and 2,500 words. Manuscripts longer than 2,500 words should be submitted as a series.

## Headings

Major headings and subheadings should be flush left with the margin.

### **Tables and Figures**

Each table or figure should be placed on a separate page and have a number and a title. Each table or figure must be referred to in the text. Indicate by a double row of dashes and an insert note where the table or figure should appear in the text:

=====  
Insert Figure 1 here  
=====

Please do not include computer screenshots as print graphics.

### **Attribution of Sources**

AP Style uses in-text attribution generally in the form of direct or indirect quotations. If you need to cite a source or reference, numbered endnotes should be used.

### **Submission of Manuscripts**

We encourage the submission of manuscripts via e-mail using Microsoft Word. You may submit your manuscript as an attachment to [agarrett@tscpa.com](mailto:agarrett@tscpa.com).

TSCPA does not require copyright assignment or transfer from authors, nor does TSCPA require first publication rights.

### **Website Publication**

All articles published in the *Tennessee CPA Journal* will be published on our website and through the Tennessee CPA Journal App.

### **Review Process**

Manuscripts are peer reviewed. This blind reviewed process takes 2-8 weeks. Authors will be notified concerning acceptance, recommended revision or rejection of their manuscripts. Manuscripts will not be returned. TSCPA reserves the right to reject a manuscript at any time. Acceptance and approval of manuscript does not guarantee publication of article. Articles are published in relation to a number of factors including previous Journal content, upcoming content, space availability, etc.