

Performance Improvement Journal

Publishing in PIJ earns 3 points toward Certified Performance Technology (CPT) recertification

Article/Commentary/Book Review Template

Performance Improvement Journal does encourage flexibility, provided are suggested parameters:

Cover Page:

Performance Improvement Journal Template Word Counts:

Article Word Count: 3,500-4,500 words

Commentary Word Count: 2,000-2,500 words

Book Review Word Count: 1,500-2,000 words

Technology / Tools: 1,500 - 2,000 word.

Title of Manuscript

Author Name 1, Designations (CPT, PhD, EdD, Etc)

Position/Job Title

Organization Name

Mailing Address

City, State, Zip

Country

Phone Number

Email Address

Author Name 2, Designations (CPT, PhD, EdD, Etc)

Position/Job Title

Organization Name

Mailing Address

City, State, Zip

Country

Phone Number

Email Address

Pull Quotes

List Pull Quote 1 - single sentence from manuscript selected

List Pull Quote 2 - single sentence from manuscript selected

Page 2

ABSTRACT - Summarize your manuscript. Maximum of 75 words.

Section Page 3

Manuscript Title and Manuscript

Author Name(s) and Designations: PHD, CPT etc.]

Enter text and tables here. Use Word function for Tables.

Figures are identified in text by a place holder: "Insert Figure #: Title here". Place actual figure(s) on a separate page(s) after Author Biographies

Final Section/Page(s)

References – are to have their own section/page(s)

[References should start on a new page after text. Use APA 6th edition style. Desired number of references is approximately 5 to 15.]

About the Authors’ – are to have their own section/page(s)

A biography of each author begins on a separate page after References. Maximum 150 words per author with an email address to be published.

Figures, Tables, Diagrams, and Graphics– are to have their own section/page(s)

One page per figure

Identify figure as follows: Figure 1. Title/Descriptive Sentence