



## Manuscript Checklist

- **Title Page**
  - Title
  - Authors
  - Authors' position and contact
  - If needed, statement of where paper presented
  - If needed, acknowledgement of financial supporters
- **Abstract page**
  - Abstract (150 word limit)
  - Keywords (separated by a comma)
- **Manuscript body**
  - Word count – Limit to about 8000 (if much more is needed, consider supplementary files)
  - Double-spaced
  - Indent first line of paragraphs (use Format – Paragraph, NOT space bar, to indent)
  - Headers – Uses the APA format, limit to 4 levels or less
  - MINIMAL FORMATTING OF TEXT – avoids section breaks, and does not use extra tabs and returns to position text.
- **Tables, Figures and Images**
  - Tables are formatted to minimize size
  - Tables presented as “in-line text” or jpeg of table
  - Figures and Photo are jpps in a high-resolution size
  - ALL tables and figures have a caption in APA format
    - Ex: **Table 1.** Short description of table (any citation in caption)
    - Ex: **Figure 1.** Short description of image (any citation in caption)
- **Statistics**
  - Includes a brief report of key stats and p-value.
  - Does not include large tables, data sets or analysis output report (unless placed in a “supplemental file”).
- **Supplemental Files** (if used)
  - Submitted as separate files, with reference in manuscript to the supplements
  - OR – Supplemental files posted on author’s website, with URL in manuscript leading to that file.
- **References**
  - APA format used for citations, both in-text and references section.
  - References section organized alphabetically, with hanging indentation
  - Formatted using “Format Paragraph” menu – space bar and return key NO used to format text when text moves to next line.
  - ALL references are mentioned in in-text citations.
  - URLs listed in bibliographic reference when possible
    - NO URLs leading to Google Scholar or Facebook
    - Citations listed in <brackets> to help editors find them
- **“Blinding” the manuscript**
  - Author’s name and institution removed from manuscript and abstract.
  - Replace identifying text with <Author>, <Institution>, <Blinded program> or <Blinded for review> references.

*\*Editors will ask authors to remove the “blinding” edits if the article is accepted.*

