



Manuscript Preparation Checklist

(Revised March 2018)

Before submitting your manuscript to the Editor, please use the following checklist to ensure that you have met all submission guidelines:

- The entire manuscript is prepared in Microsoft Word using Times New Roman 12-point font.
- The entire manuscript is double spaced. (note: tables may be single-spacing to conserve space in the manuscript.)
- Page numbers are inserted in the lower right corner of each page.
- The following should be included for each author:
 - Name and credentials (include terminal degrees only)
 - Professional title and organizational affiliation
 - Complete mailing/postal address
 - Telephone number
 - Email address
 - Identify (with an *) the corresponding author
- For the manuscript, the following must be included:
 - 3-5 key words
 - 250-word abstract (maximum, double-spaced, italicized)
- Begin the actual text immediately following the key words with the heading of the first section (i.e., not on a separate page nor by repeating the title).
- Citations/References – APA Style 6th Edition for:
 - All in-text citations or references
 - List full citations in the Reference section

- ___ Confirm that all references cited in the text are included in the References section.
- ___ No references are included in the Reference section that are not cited in the text.

- ___ Tables and Figures:
 - ___ Include at the very end of the manuscript, following the Reference section and immediately before the About the Author section.

- ___ In your cover email of the manuscript submission:
 - ___ Indicate the type of manuscript you are submitting
 - ___ Verify that the manuscript being submitted is not under review with another journal.