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.