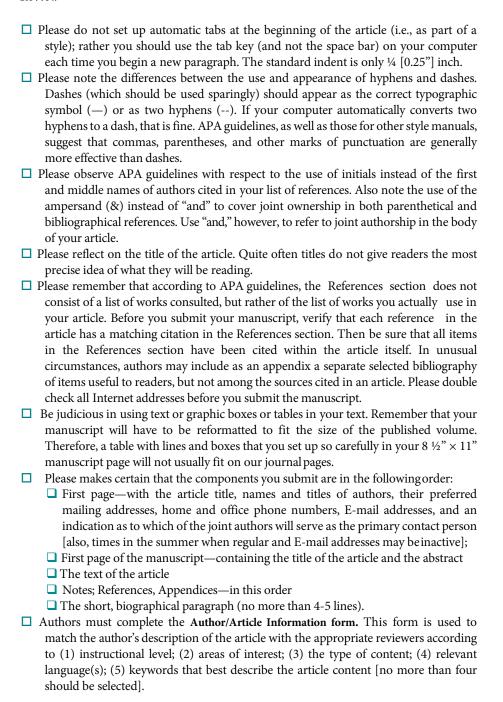# Checklist for Manuscript Preparation

Here are a few reminders, many of which are taken directly from the APA Guidelines:

☐ Please remember to use the spell check and grammar check on your computer before you submit your manuscript. Whether you are a native speaker of English or not, please ask a colleague whose native language is English to proofread your article to be sure that the text sounds idiomatic and that punctuation and spelling are standard. Otherwise good articles have been rejected because the writing style has very obvious non-native features and elements that detract from the message.

☐ Any portions of text in a foreign language must be followed immediately by an English translation in square brackets.

☐ Do not submit an article that includes tracking. If tracking has been used in the writing of the article, verify that every change indicated in tracking has been accepted or rejected and that the tracking box and any marks in the margin have been deleted.

☐ Remember that in the APA guidelines, notes (footnotes or endnotes) are discouraged— such information is considered to be either important enough to be included in the article itself or not significant enough to be placed anywhere. If notes are necessary, however, they should be endnotes.

  ☐ Do not use automatic footnoting or endnoting available with your word processor. Use raised superscripts in the body of the text and regular Arabic numerals in the notes at the end. Automatic endnotes/footnotes present major problems as an article is prepared for publication.

  ☐ Do not use automatic page numbering, since such numbering is often difficult to remove from a manuscript and has to be removed before the article is prepared for eventual publication.

☐ Please double-space everything in your manuscript.

☐ Use left justification only; do not use full justification anywhere in the article.

☐ The required font throughout is either Times New Roman 12 pt. or Minion Pro 12 pt.

☐ There should be only one space after each period.

☐ Punctuation marks appear inside quotation marks. Quotation marks, question marks, and exclamation points appear inside the quotation marks only when they are part of the actual quoted material. Otherwise, they should appear outside of the quoted material (as, for instance, when the author of the article is asking a question or reacting strongly to something).

☐ In listing items or in a series of words connected by *and, but, or*, use a comma before these conjunctions.

☐ When providing a list of items, use double parentheses surrounding the numbers or letters: (1), (2), or (3) or (a), (b), and (c).

☐ All numbers above nine must appear as Arabic numerals ["nine school districts" vs. "10 textbooks"]; numbers below 10 must be written out.

☐ Please remember that page number references in parentheses are not part of the actual quotation and must be placed outside of the quotation marks following quoted material.

☐ Use standard postal abbreviations for states in all reference items [e.g., NC, IL, NY, MS], but not in the text itself.

☐ Please do not set up automatic tabs at the beginning of the article (i.e., as part of a style); rather you should use the tab key (and not the space bar) on your computer each time you begin a new paragraph. The standard indent is only ¼ [0.25"] inch.

☐ Please note the differences between the use and appearance of hyphens and dashes. Dashes (which should be used sparingly) should appear as the correct typographic symbol (—) or as two hyphens (--). If your computer automatically converts two hyphens to a dash, that is fine. APA guidelines, as well as those for other style manuals, suggest that commas, parentheses, and other marks of punctuation are generally more effective than dashes.

☐ Please observe APA guidelines with respect to the use of initials instead of the first and middle names of authors cited in your list of references. Also note the use of the ampersand (&) instead of "and" to cover joint ownership in both parenthetical and bibliographical references. Use "and," however, to refer to joint authorship in the body of your article.

☐ Please reflect on the title of the article. Quite often titles do not give readers the most precise idea of what they will be reading.

☐ Please remember that according to APA guidelines, the References section does not consist of a list of works consulted, but rather of the list of works you actually use in your article. Before you submit your manuscript, verify that each reference in the article has a matching citation in the References section. Then be sure that all items in the References section have been cited within the article itself. In unusual circumstances, authors may include as an appendix a separate selected bibliography of items useful to readers, but not among the sources cited in an article. Please double check all Internet addresses before you submit the manuscript.

☐ Be judicious in using text or graphic boxes or tables in your text. Remember that your manuscript will have to be reformatted to fit the size of the published volume. Therefore, a table with lines and boxes that you set up so carefully in your 8 ½" × 11" manuscript page will not usually fit on our journal pages.

☐ Please makes certain that the components you submit are in the following order:
   ❏ First page—with the article title, names and titles of authors, their preferred mailing addresses, home and office phone numbers, E-mail addresses, and an indication as to which of the joint authors will serve as the primary contact person [also, times in the summer when regular and E-mail addresses may be inactive];
   ❏ First page of the manuscript—containing the title of the article and the abstract
   ❏ The text of the article
   ❏ Notes; References, Appendices—in this order
   ❏ The short, biographical paragraph (no more than 4-5 lines).

☐ Authors must complete the **Author/Article Information form.** This form is used to match the author's description of the article with the appropriate reviewers according to (1) instructional level; (2) areas of interest; (3) the type of content; (4) relevant language(s); (5) keywords that best describe the article content [no more than four should be selected].