

Checklist for Manuscript Preparation

Here are a few reminders, many of which are taken directly from the **APA Guidelines, 7th edition**. Please use the links provided to access the major changes in this 2020 edition of the guidelines.

- Please remember to use the spell check and grammar check on your computer before you submit your manuscript. 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 in Word.
- Remember that in the APA guidelines, notes (footnotes or endnotes) are discouraged.
- Do not use your word processor's automatic footnoting or endnoting.
- Do not use automatic page numbering.
- 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.
- In listing items or in a series of words connected by *and*, *but*, or use a comma [the Oxford 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.
- 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.
- 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 reflect on the title of the article. Quite often titles do not give readers the most precise idea of what they will be reading.
- According to APA guidelines, the References section contains only the list of works are cited in your article. Check all internet addresses/hyperlinks before submitting the manuscript.
- Be judicious in using text or graphic boxes or tables in your text.
- Please make 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 the name of 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

- ❑ A short, biographical paragraph (no more than 4-5 lines).
- ❑ Authors must complete the **Author/Article Information form**, uploading the submission using the following links:
 - ❑ For original research articles: <https://nectfl.wufoo.com/forms/authorarticle-information-form-nectfl-review/>
 - ❑ For original language classroom articles: <https://forms.gle/Fi9YTV3qAcmpZBT8A>