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 preferably 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 \(\frac{1}{4}\) [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 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 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, the abstract, and no more than four keywords
- 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