

## Manuscript Preparation Checklist

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

1. The entire manuscript is prepared in Microsoft Word 5.0 for Windows (or higher) using Times New Roman 12 pt. font. \_\_\_\_\_
2. The entire manuscript (author's info, abstract, text, and references) is double-spaced (NOTE: tables may be single-spaced to conserve space in the manuscript). \_\_\_\_\_
3. Page numbers are inserted in the lower right corner of each page. \_\_\_\_\_
4. You have provided each of the following information for each author: \_\_\_\_\_
  - \* Name & credentials (including terminal degrees only)
  - \* Professional title & organizational affiliation
  - \* Complete mailing/postal address
  - \* Telephone and FAX numbers
  - \* E-mail address
5. You have provided only terminal degrees for authors' credentials. \_\_\_\_\_
6. You have provided a max. 250 word abstract (double-spaced and italicized). \_\_\_\_\_
7. You have provided 3-5 Key Words for your manuscript. \_\_\_\_\_
8. You 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). \_\_\_\_\_
9. You have followed APA Style (6<sup>th</sup> Edition) in all in-text citations of references. \_\_\_\_\_
10. You have followed APA Style (6<sup>th</sup> Edition) in listing full citations the Reference Section. \_\_\_\_\_
11. All references cited in the text are included in the Reference section. \_\_\_\_\_
12. No references are included in the Reference section that are not cited in the text. \_\_\_\_\_
13. Tables and figures are included at the very end of the manuscript, following the Reference section and immediately before the About the Author section. \_\_\_\_\_
14. You have included a 3-5 sentence description for each author in the About the Author section. \_\_\_\_\_
15. In your cover e-mail of submission, you: (1) indicate what type of article you are submitting (i.e., Feature, Ideas That Work, Commentary, Tools of the Trade), (2) verify that the manuscript being submitted is not under review for another journal, and (3) indicate how you first learned about The IJOVA as a venue for publication. \_\_\_\_\_