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.