

# Manuscript Formatting Checklist

Author(s) \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Title \_\_\_\_\_

Dates E-Mailed \_\_\_\_\_

Formatting Approved? \_\_\_\_\_

## Overall

Margins correct? \_\_\_\_\_  
middle gap OK size? \_\_\_\_\_  
Times font used through-out? \_\_\_\_\_  
Fully justified text? \_\_\_\_\_  
No paragraph indenting? \_\_\_\_\_  
single spacing in text? \_\_\_\_\_  
single blank line between paragraphs? \_\_\_\_\_  
main text in 10 pt font? \_\_\_\_\_  
little or no use of Footnotes? \_\_\_\_\_  
- if used, in 8 pt font? \_\_\_\_\_

## Main Title

position OK (starts 3.5 cm from top)? \_\_\_\_\_  
centered? \_\_\_\_\_  
14 pt font? \_\_\_\_\_  
in **bold**? \_\_\_\_\_  
Proper Capitalization of Words? \_\_\_\_\_  
two 12 pt spaces following title? \_\_\_\_\_

## Authors/Affiliation Information

centered beneath title? \_\_\_\_\_  
12 pt font? \_\_\_\_\_  
one, two, or three columns used? \_\_\_\_\_  
authors' names non-bold, non-italics? \_\_\_\_\_  
affiliations in *italics*? \_\_\_\_\_  
email addresses in *italics*? \_\_\_\_\_  
two 12 pt spaces following author info? \_\_\_\_\_

## Abstract

heading in all CAPS? \_\_\_\_\_  
heading in 12 pt font? \_\_\_\_\_  
heading in **bold**? \_\_\_\_\_  
text in 10 pt font? \_\_\_\_\_  
text in *italics*? \_\_\_\_\_  
text < 300 words? \_\_\_\_\_  
two blank lines following abstract text? \_\_\_\_\_

## Keywords

heading in all CAPS? \_\_\_\_\_  
heading in 10 pt font? \_\_\_\_\_  
heading in **bold**? \_\_\_\_\_  
5 to 6 keywords? \_\_\_\_\_  
keywords in 10 pt font? \_\_\_\_\_  
two blank lines following keywords? \_\_\_\_\_

## Headings (First Order)

12 pt? \_\_\_\_\_  
in **bold**? \_\_\_\_\_  
all CAPS? \_\_\_\_\_  
blank line before & after? \_\_\_\_\_  
heading numbers OK size? \_\_\_\_\_  
periods after heading numbers? \_\_\_\_\_

## Headings (2nd Order)

11 pt? \_\_\_\_\_  
in **bold**? \_\_\_\_\_  
First Letters Capitalized? \_\_\_\_\_  
periods after each number? \_\_\_\_\_  
blank line before & after? \_\_\_\_\_

## Headings (3rd Order)

10 pt? \_\_\_\_\_  
in **bold**? \_\_\_\_\_  
First Letters Capitalized? \_\_\_\_\_  
periods after each number? \_\_\_\_\_  
blank line before but NOT AFTER? \_\_\_\_\_  
3rd Order Headings used sparingly? \_\_\_\_\_

## Figures & Tables

figures/tables readable? \_\_\_\_\_  
will look OK in Black & White? \_\_\_\_\_  
captions in **bold**? \_\_\_\_\_  
10 pt font? \_\_\_\_\_  
first letter of each word in CAPS? \_\_\_\_\_  
table captions positioned above? \_\_\_\_\_  
figure captions positioned below? \_\_\_\_\_  
figures/tables centered below/above? \_\_\_\_\_  
figures/tables numbered separately? \_\_\_\_\_

## Acknowledgements

no section number? \_\_\_\_\_

## References

single blank line between refs? \_\_\_\_\_  
no section number? \_\_\_\_\_  
9 pt font? \_\_\_\_\_  
author name order (F.I., Last Name)? \_\_\_\_\_  
titles of articles "in quotes"? \_\_\_\_\_  
titles of books in ALL CAPS? \_\_\_\_\_  
titles of journals in *italics*? \_\_\_\_\_  
dates/years/pages in correct position? \_\_\_\_\_  
reference numbers [in brackets]? \_\_\_\_\_