Checklist for Manuscript Submission

Format

- Is the original manuscript typed or printed on 8½ × 11 in. (22 × 28 cm) white bond paper (5.01)?
- Is the entire manuscript - including quotations, references, author note, content footnotes, figure captions, and all parts of tables - double-spaced (5.03)? Is the manuscript neatly prepared (5.07)?
- Are the margins at least 1 in. (2.54 cm; 5.04)?
- Are the title page, abstract, references, appendixes, author note, content footnotes, tables, figure captions, and figures on separate pages (with only one table or figure per page)? Are they ordered in sequence, with the text pages between the abstract and the references (5.05)?
- If the manuscript is to receive masked review, is the author note typed on the title page, which is removed by the journal editor before review (5.15)? Note: If submitting your manuscript electronically through APA's Journals Back Office, please include author identification information only in the cover letter. The manuscript's title page should consist only of article, running head, and date.
- Are all pages (except figure pages) numbered in sequence, starting with the title page (5.06)?

Title Page and Abstract

- Is the title 10 to 12 words (1.06)?
- Does the byline reflect the institution or institutions where the work was conducted (1.06)?
- Is the abstract no longer than 180 words (1.07)?

Paragraphs and Headings

- Is each paragraph longer than a single sentence but not longer than one manuscript page (2.03)?
- Do the levels of headings accurately reflect the organization of the paper (1.05, 3.30)?
- Do all headings of the same level appear in the same format (3.30)?

Abbreviations

- Are any unnecessary abbreviations eliminated and any necessary ones explained (3.20, 3.21)?
- Are abbreviations in tables and figures explained in the table notes and figure captions or legends (3.21)?

Mathematics and Statistics

- Are Greek letters and all but the most common mathematical symbols identified on the manuscript (3.58, 5.14)?
- Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics (3.58)?

Units of Measurement

- Are metric equivalents for all nonmetric units (except measurements of time, which have no
metric equivalents) provided (3.50)?
- Are all metric and nonmetric units with numeric values (except some measurements of time) abbreviated (3.25, 3.51)?

References

- Are references cited both in text and in the references list (4.01)?
- Do the text citations and reference list entries agree both in spelling and in date (4.01)?
- Are text citations to nonempirical work distinguished from citations to empirical work (1.13)?
- Are journal titles in the reference list spelled out fully (4.11)?
- Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames (3.99, 4.04)?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list (4.11, 4.13)?
- Are references to studies included in your meta-analysis preceded by an asterisk (4.05)?

Notes and Footnotes

- Is the departmental affiliation given for each author in the author note (3.89)?
- Does the author note include both the author's current affiliation if it is different from the byline affiliation and a current address for correspondence (3.89)?
- Does the author note disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest; 3.89)?
- In the text, are all footnotes indicated, and are footnote numbers correctly located (3.87)?

Tables and Figures

- Does every table column, including the stub column, have a heading (3.67)?
- Have all vertical table rules been omitted (3.71)?
- Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page (3.80)?
- Does lettering in a figure vary by no more than 4 point sizes of type (3.80)?
- Are glossy or high-quality laser prints of all figures included, and are the prints no larger than 8½ × 11 in. (22 × 28 cm; 3.80, 3.85)?
- EPS or TIFF files of figures may be submitted in addition to the prints.
- Is each figure labeled with the correct figure number and short article title (3.83)?
- Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned (3.63, 3.83)?

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- Is written permission to use previously published text, tests or portions of tests, tables, or figures enclosed with the manuscript (8.08)?
- Are page or paragraph numbers provided in text for all quotations (3.39)?
- Permissions Alert - general information (16KB)

Submitting the Manuscript

- Have you provided the required number of copies of the manuscript (in English), including the original (5.25)?
- Are the journal editor's name and address current (5.27)?
- Is a cover letter included with the manuscript? Does the letter
  - include the author's postal address, e-mail address, telephone number, and fax number for future correspondence and
  - state that the manuscript is original, not previously published, and not under concurrent consideration elsewhere?
  - inform the journal editor of the existence of any similar published manuscripts written by
the author (5.26, Appendix E)?
- mention any supplemental material you are submitting for the online version of your article?

Preparing the Electronic File

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