

Checklist for Manuscript

Submission Format

- Have you checked the journal's website for Guidelines for Journal Manuscript regarding specific formatting requirements for submission?
- Is the entire manuscript – including quotations, references, and author note – double spaced?
- Are the margins at least 1 in. (2.54 cm)?
- Are the title page, abstract, references, appendices, tables, and figures on separate pages?

Title Page and Abstract

- Is the title no more than 12 words?
- Does the title page include the running head, article title, date, and author note?
- Does the abstract range between 150 and 250 words?
- Are three to five keywords included after the abstract?

Paragraphs and Headings

- Is each paragraph longer than three or more sentences but not longer than one manuscript page?
- Do the levels of headings accurately reflect the organization of the paper?
- Do all headings of the same level appear in the same format?

Abbreviations

- Are unnecessary abbreviations eliminated and necessary ones explained?
- Are abbreviations in tables and figures explained in the table notes and figure captions?

Mathematics and Statistics

- Are Greek letters and all but the most common mathematical symbols identified in the manuscript?
- Are all non-Greek letters that are used as statistical symbols for algebraic variables in italic?

Units of Measurement

- Are metric equivalents for all nonmetric units provided?
- Are all metric and nonmetric units with numeric value abbreviated?

Tables and Figures

- Does every table column, including the stub column, have a heading?
- Is lettering in a figure no smaller than 8 points and no larger than 14 points?
- Are the figures been submitted in a file format acceptable to the publisher?
- Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?

Reference

- Are references cited both in text and in the reference?
- Do the text citations and references list entries agree both in spelling and in date?
- Are journal titles in the references list spelled out fully?
- Are the references ordered alphabetically by the authors' surnames?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list?

Notes

- Is the departmental affiliation given for each author in the author note?
- Does the author note include both the author's current affiliation and a current address for correspondence?

Please submit your manuscript to: editor4jme@gmail.com