

# Manuscript Formatting Checklist

## Overall

paper size 8.5 x 11.0 inches? \_\_\_\_\_  
middle gap size ~1/4 inch? \_\_\_\_\_  
Times New Roman font used? \_\_\_\_\_  
Fully justified text? \_\_\_\_\_  
Indent first line of each paragraph? \_\_\_\_\_  
single spacing in paragraphs? \_\_\_\_\_  
single blank line between paragraphs? \_\_\_\_\_  
main text in 10 pt font? \_\_\_\_\_  
little or no use of Footnotes? \_\_\_\_\_  
used format guides from website? \_\_\_\_\_

## Main Title

Proper Capitalization of Words?  
centered? \_\_\_\_\_  
24 pt font? \_\_\_\_\_  
in **bold**? \_\_\_\_\_  
no abbreviations? \_\_\_\_\_  
only use subtitle if necessary \_\_\_\_\_

## Authors/Affiliation Information

centered beneath title? \_\_\_\_\_  
11 pt font? \_\_\_\_\_  
one, two, or three columns used? \_\_\_\_\_  
authors' names non-bold, non-italics? \_\_\_\_\_  
affiliations in non-bold, non-italics? \_\_\_\_\_  
email addresses in non-italics? \_\_\_\_\_  
two 10 pt spaces following author info? \_\_\_\_\_

## Abstract

heading in **bold italics**? \_\_\_\_\_  
abstract text in **bold** 10 pt font? \_\_\_\_\_  
text < 300 words? \_\_\_\_\_  
one blank line following abstract text? \_\_\_\_\_

## Keywords

heading indented? \_\_\_\_\_  
heading in 9 pt font? \_\_\_\_\_  
heading in italics and bold? \_\_\_\_\_  
5 to 6 keywords? \_\_\_\_\_  
keywords in 9 pt font? \_\_\_\_\_  
keywords in italics? \_\_\_\_\_

## Headings (First Order)

10 pt font? \_\_\_\_\_  
all CAPS? \_\_\_\_\_  
blank line above? \_\_\_\_\_  
heading numbers in Roman Numerals? \_\_\_\_\_  
periods after heading numbers? \_\_\_\_\_  
center-justified? \_\_\_\_\_

## Headings (2nd Order)

10 pt font? \_\_\_\_\_  
in *italics*? \_\_\_\_\_  
First Letters Capitalized?  
alphabetical lettering, not numbering  
left-justified? \_\_\_\_\_

## Headings (3rd Order)

10 pt? \_\_\_\_\_  
in *italics*? \_\_\_\_\_  
minor indent? \_\_\_\_\_  
numbering used \_\_\_\_\_  
no blank lines before/after \_\_\_\_\_  
3rd Order Headings used sparingly? \_\_\_\_\_

## Figures & Tables

figures/tables readable? \_\_\_\_\_  
will look OK in Black & White? \_\_\_\_\_  
captions in **bold** 10 point font? \_\_\_\_\_  
tables in 10 pt font? \_\_\_\_\_  
table caption in all CAPS? \_\_\_\_\_  
table captions positioned above? \_\_\_\_\_  
figure captions positioned below? \_\_\_\_\_  
figures/tables centered below/above? \_\_\_\_\_  
figures/tables numbered separately? \_\_\_\_\_

## Acknowledgments

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

## References

minor spacing between refs? \_\_\_\_\_  
no section number? \_\_\_\_\_  
8 pt font? \_\_\_\_\_  
author name order (F.I., Last Name)? \_\_\_\_\_  
titles of articles "in quotes"? \_\_\_\_\_  
titles of books without quotes? \_\_\_\_\_  
titles of journals abbreviated? \_\_\_\_\_  
dates/years/pages in correct position? \_\_\_\_\_  
reference numbers [in brackets]? \_\_\_\_\_