

## 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 a half 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?
- Are all major words in headings and subheadings capitalized?

### 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 the font size used in tables and figures no smaller than 8 points and no larger than 12 points?
- Are all table tiles and figure tiles capitalized?
- 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 list?
- 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: [khkoh@ucalgary.ca](mailto:khkoh@ucalgary.ca) and [chapman@ucalgary.ca](mailto:chapman@ucalgary.ca)