

## Author Checklist

Name of Author(s):

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Institution/School Affiliation:

Full Mailing Address:

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Title of Manuscript:

By \_\_\_\_\_ I should receive from you:

- A letter detailing your responses to the reviewers' suggestions.
- Two hard paper copies of your revised manuscript.
- One clean electronic copy of your revised manuscript (Word format, no PDF files).
- All permission forms required by *Studies* (i.e., image, model release).
- All permission forms required by other institutions or organizations if applicable.
- A completed copy of this checklist.

Please examine your manuscript carefully to see that all of the following statements have been satisfied. Mark off each of these items when completed and return this checklist with your manuscript and all other required forms.

- \_\_\_ Entire manuscript follows *Publication Manual of the American Psychological Association, 5<sup>th</sup> edition* in formatting.
- \_\_\_ All section headings and subheadings conform to APA formatting.
- \_\_\_ Entire manuscript (including Reference List) is double-spaced.
- \_\_\_ Font for the entire manuscript is 12 pt.
- \_\_\_ Text is justified left side only.
- \_\_\_ No words at the end of a line are broken with a hyphen.
- \_\_\_ Use Bold and Italic as needed.
- \_\_\_ Numbers cited in the text are in the correct form (i.e., either spelled out or in numerals).
- \_\_\_ All acronyms are fully spelled out (e.g., organization name) in the first use in the manuscript.
- \_\_\_ When citing a reference with multiple authors in the text, authors' last names are spelled out in first mention.
- \_\_\_ All references cited in the text appear in the Reference List.
- \_\_\_ All authors' names and dates of publication in the Reference List are consistent with the text and correct.
- \_\_\_ Affiliated institutions have IRB or Human Subjects Panel requirements satisfied.

### Production Requirements

As *InDesign* style sheets are used in production the less Word styling that is done, the better.

- \_\_\_ No macros or customizations.
- \_\_\_ No tabs or extra spaces for paragraph indents.
- \_\_\_ No extra returns between paragraphs.
- \_\_\_ Block quotes should be set with a Word style or with paragraph formatting, not with spaces and hard returns.
- \_\_\_ References should not have any indents or spacing or hard returns within the reference itself.
- \_\_\_ Remove hyperlinks from Web addresses in text and in references.
- \_\_\_ Images are of print quality (300 dpi, 4x6 inches) with permissions—either NAEA forms, museum forms, or emailed permission. Captions/full credits are included.
- \_\_\_ In *Studies*, your manuscript should be called an "article" or "lecture" (when appropriate)—not a "paper."

