

Checklist for Manuscript Submission

Format

Have you checked the journal's website for instructions to authors 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 23 words?

Does the title page include the running head, article title, date, and author note?

Does the abstract range between 150 and 250 words?

Paragraphs and Headings

Is each paragraph longer than a single sentence 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?

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?

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 figure 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?

Please submit your manuscript to: editor4jme@gmail.com