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Checklist for Manuscript Submission

Reviewer:

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Code of the paper for EjMS Publication:

Format

Is the entire manuscript—including quotations, references, author note, content footnotes, and figure captions—double-spaced?

Yes ☐ No ☐

Is the manuscript neatly prepared?

Yes ☐ No ☐

Are the margins at least 1 in. (2.54 cm)?

Yes ☐ No ☐

Are the title page, abstract, references, appendices, content footnotes, tables, and figures on separate pages (with only one table or figure per page)?

Yes ☐ No ☐

Are the figure captions on the same page as the figures? Are manuscript elements ordered in sequence, with the text pages between the abstract and the references?

Yes ☐ No ☐

Are all pages numbered in sequence, starting with the title page?

Yes ☐ No ☐

Title Page and Abstract

Is the title no more than 15 words?

Yes ☐ No ☐

Does the byline reflect the institution or institutions where the work was conducted?

Yes ☐ No ☐

Does the title page include the running head, article title, byline, and author identification?

Yes ☐ No ☐

Does the abstract range between 150 and 250 words? (Abstract word limit.)

Yes ☐ No ☐

Paragraphs and Headings

Is each paragraph longer than a single sentence but not longer than one manuscript page?

Yes ☐ No ☐

Do the levels of headings accurately reflect the organization of the paper?

Yes ☐ No ☐

Do all headings of the same level appear in the same format?

Yes ☐ No ☐

Abbreviations

Are unnecessary abbreviations eliminated and necessary ones explained?

Yes ☐ No ☐

Are abbreviations in tables and figures explained in the table notes and figure captions or legends?

Yes ☐ No ☐

Mathematics and Statistics

Are Greek letters and all but the most common mathematical symbols identified on the manuscript?

Yes ☐ No ☐

Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics?

Yes ☐ No ☐

Units of Measurement

Are metric equivalents for all nonmetric units provided (except measurements of time, which have no metric equivalents)?

Yes ☐ No ☐

Are all metric and nonmetric units with numeric values (except some measurements of time) abbreviated?

Yes ☐ No ☐

References

Are references cited both in text and in the reference list?

Yes ☐ No ☐

Do the text citations and reference list entries agree both in spelling and in date?

Yes ☐ No ☐

Are journal titles in the reference list spelled out fully?

Yes ☐ No ☐

Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames?

Yes ☐ No ☐

Are inclusive page numbers for all articles or chapters in books provided in the reference list)?

Yes ☐ No ☐

Are references to studies included in your meta-analysis preceded by an asterisk?

Yes ☐ No ☐

Notes and Footnotes

Is the departmental affiliation given for each author in the author note?

Yes ☐ No ☐

Does the author note include both the author's current affiliation if it is different from the byline affiliation and a current address for correspondence?

Yes ☐ No ☐

Does the author note disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest)?

Yes ☐ No ☐

In the text, are all footnotes indicated, and are footnote numbers correctly located?

Yes ☐ No ☐

Tables and Figures

Does every table column, including the stub column, have a heading?

Yes ☐ No ☐

Are the figures being submitted in a file format acceptable to the publisher?

Yes ☐ No ☐

Has the figure been prepared at a resolution sufficient to produce a high-quality image?

Yes ☐ No ☐

Are all figures numbered consecutively with Arabic numerals?

Yes ☐ No ☐

Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?

Yes ☐ No ☐

Is lettering in a figure no smaller than 8 points and no larger than 14 points?

Yes ☐ No ☐

Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page?

Yes ☐ No ☐

Have all vertical table rules been omitted (5.19)? Are all tables referred to in text?

Yes ☐ No ☐

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Is written permission to use previously published text; test; or portions of tests, tables, or figures enclosed with the manuscript?

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Are page or paragraph numbers provided in text for all quotations?

Yes ☐ No ☐

Is the paper acceptable for the EjMS Publication?

Yes ☐ / No ☐
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