

### **FSPF Pre-submission Checklist for Manuscripts**

**Instructions:** The editors will be looking for the completion of the following items with any submitted manuscript. Although there is no need to include this checklist with your submission, please be sure that your manuscript satisfies all of the following bullet points to avoid having the manuscript returned for correction. Thank you!

#### **Format**

- Have you checked the Manuscript Submission Guidelines for instructions regarding specific formatting requirements (e.g., word count, abstract) for submission?
- Is the entire manuscript – including quotations, references, author note, content footnotes, and figure captions – double-spaced?
- Is the manuscript neatly prepared and checked for common spelling errors?
- Are the margins at least 1 inch?
- Are all pages numbered in sequence, starting with the title page?

#### **Title Page & Author's Biography**

- Is the title no more than 12 words?
- Does the author's biography include the author's name, author's institution, year in program, program type, and the institution where the work was conducted?

#### **Headings**

- 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 or legends?

#### **Mathematics and Statistics**

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

#### **References**

- Are references cited both in text and in the reference list?
- Do the text citations and reference list entries agree both in spelling and in date?
- Are journal titles in the reference list spelled out fully?

- Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list?

### **Footnotes and Quotations**

- In the text, are all footnotes indicated, and are footnote numbers correctly located?
- Are page or paragraph numbers provided in text for all quotations?

### **Tables and Figures**

- Does every table column have a heading?
- Are all tables referred to in text?
- 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?
- Is lettering in a figure no smaller than 8 points and no larger than 14 points?
- Are all figures numbered consecutively with Arabic numerals?
- Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?

### **Submitting the Manuscript**

- Does the email that accompanies the submitted manuscript
  - include the author's postal address, e-mail address, and telephone number for future correspondence?
  - state that the manuscript is original, not previously published, and not under concurrent consideration elsewhere?
  - inform the journal editor of the existence of any similar published manuscripts written by the author?