

Checklist for Authors

The manuscript is in APA format with the appropriate exceptions, as noted on the [Final Manuscript Preparation Guidelines](#).

1. The manuscript is in MS Word.
2. The manuscript is formatted in Arial 12-point font and double spaced. Each paragraph begins with a tab, not spaces.
3. The title page includes the following:
 - A page header with title keywords and page numbers
 - Complete manuscript title
 - Names of authors
 - Primary author's contact information including email address.
4. Illustrations, artwork, pictures, data tables, figures, and graphs are submitted as separate files (e.g., .png., .jpg, .gif) and the desired placement is noted within the manuscript.
5. Sound or video clips are limited to under 10 MB and submitted as a separate file with hyperlinks included in the main document.
6. The manuscript file should be limited to 10 MB.

The manuscript is one of the following types and includes the required/ suggested components:

1. Review (less than 1500 words)
2. Empirical Article (no length parameters)
3. Theoretical Article (no length parameters)
4. Letter to the Editor (less than 1500 words)

The author has submitted a bio with the manuscript or within 48 hours of notice of acceptance for publication.

The author has obtained and documented IRB approval (where required).

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**The manuscript was named _____
and submitted on this date _____.**