

Manuscript Preparation Checklist

Be sure each item on this checklist is reviewed before submitting. Failure to adhere to these writing requirements will result in rejection without review. Return the signed & completed checklist to the editor along with one (1) hard-copy of your manuscript. Thank you.

Basic requirements:

- ___ Former or current FSC student.
- ___ Names, mailing & e-mail addresses, and phone numbers of all authors are attached.
- ___ The research project described in the manuscript is an original student design.
- ___ Writing of the manuscript was primarily by the student, with input from a supervising FSC faculty/staff member
- ___ Ethical standards were followed, including informed consent.

Writing:

- ___ One inch margins all around.
- ___ Half-inch paragraph indentations for all paragraphs in manuscript
- ___ All text double-spaced
- ___ Page breaks in accordance with APA manual publication requirements
- ___ Font of times roman, Courier, American typewriter, or sans serif
- ___ 12 pitch type
- ___ White paper
- ___ Spelling checked and corrected
- ___ Appropriate English grammar
- ___ Adherence to APA guidelines regarding tense, bias, abbreviations, etc.
- ___ Manuscripts written using Word or WordPerfect.
- ___ References to and inclusion of materials in appendices are removed.
- ___ All tables must be word-processed, not imported from other data-base programs. "Table" grids are not to be used.
- ___ Figures or pictorial stimuli will not be accepted due to formatting limitations.

Basic APA requirements:

Title page:

- ___ Upper right-hand corner header with page number 1
- ___ Header & numbering is set continue on subsequent pages
- ___ Running head
- ___ APA appropriate title
- ___ Author(s)
- ___ Institution

Abstract:

- ___ 100-150 words
- ___ Centered heading of Abstract
- ___ Placed as page 2 of the manuscript

Literature review:

- ___ Complete title, centered on first line
- ___ Up-to-date review of research-based literature. (If research papers were completed more than a few months ago, it may be necessary to conduct a review of publications in the last 6-12 months. Be sure any instructor edits have been completed)
- ___ APA style reference citations
- ___ Clear statement of hypotheses

Method:

- Appropriate level of headings
- Appropriate capitalization, italicizing, or indentation of headings
- Accurate description of participants, measures, stimuli, setting, & procedures
- Inclusion of only necessary appendices and references to these in text
- If appendices are included, APA format and placement requirements have been followed
- Remove all references to appendices in text of method
- Use of terms to describe participants as outlined in APA manual (e.g., men/women & not male/female)
- Appropriate referencing of measures or stimuli sources
- Appropriate citing of published scale reliabilities
- All statistical terms italicized

Results:

- Review of findings consistent with order of hypotheses statement
- Indication of significance level for all tests
- Reporting of appropriate statistical information (e.g., means & standard deviations) for all reported findings
- Data reported in nonredundant manner (e.g., in text or table, not both)
- Appropriate italicizing of statistical terms
- Tests of significant interactions or multiple means reported (e.g., Bonferroni's t)
- Tables adhere to all APA format requirements (tables may be placed within text or at end of manuscript)
- Refer to tables within text (e.g., see Table 1)
- Post-hoc analyzes (not based on an original hypothesis) indicated as such

Discussion:

- Summarization of findings consistent with order of hypotheses and analyzes
- All findings covered to at least some extent - no missing/ignored results
- Explanations offered to unexpected findings, significant and nonsignificant
- Tie of findings to specific studies cited in literature review
- Introduction of new references only if something unexpected was found and warrants discussion
- Appropriate APA referencing of information
- Discussion of the meaning of the findings pertinent to sample under study
- Discussion of the broader meaning/implications of the findings beyond the immediate sample
- Appropriate explanation and discussion of major study limitations (omit course related critiques)
- Discussion of future research possibilities (often stem from limitations)

References:

- Start on a new page
- Centered, title - References
- Double-spaced
- Each citation, first line is flush left & subsequent are indented ½ "
- Appropriate capitalization & italics
- Alphabetical order
- All authors' names correctly spelled & in appropriate order
- Spelling of all authors' names match from body of manuscript to reference list
- All citation dates match from body of manuscript to reference list
- No extra citations (in reference list and not in body)
- No missing citations (in body and not in reference list)

Other inclusions:

- Tables included represent data referred to but not presented within the text & must be word-processed
- Tables must adhere to APA specifications
- Tables may be within text of Result section or at end of paper
- Narrative appendices materials are essential to understanding
- Narrative appendices meet APA publication requirements

I have reviewed the writing specifications for publication and prepared my manuscript accordingly. I understand that my failure to meet the above writing requirements will result in rejection without review. I also understand that all appropriately formatted manuscripts will be submitted for blind reviews. Reviewer comments will be returned, along with the editor's summary of revision recommendations and requirements. I understand that manuscript revisions must be completed within 30 days after receiving the editor's summary. Following revisions, I will submit a disk copy of my revised manuscript to the editor.

Lead Author: _____

E-mail _____

Mailing Address: _____

Partner Author: _____

E-mail _____

Mailing Address: _____