MANUSCRIPT PREPARATION
CHECKLIST

To facilitate APSAC ADVISOR manuscript preparation, we recommend that you complete the following steps:

Note any reprinted material

*clearly mark sections that are reprinted or quoted and may not be edited by APSAC; mention any permissions to reprint that must be on record

Proof your document

*review for accuracy (e.g., run spellchecker to correct spelling, hyphenation, capitalization, sentence punctuation, and grammar)

especially check numbers and dates (info and sequences); data comparison and analysis; quoted material; author/date citations; special terms and definitions; dialogue; emphasis (bold, italic, parens); levels of headings; lists; special elements; illustration content, headings, and sources; photos and captions, permissions to quote; endnotes; and references according to suggestions in APSAC Style Guide.

*check for consistency (e.g., author names the same in bios, references, text; terms used the same way throughout; consistent format in tables and references)

*use primarily APA style (e.g., with special care given to headings, citations, and references—a cite for every reference and a reference for every cite.)

*check for troublesome elements (e.g., search for while, since, which, affect, effect, where, comma before that, hyphens, U.S., above, below, opening parens, etc. to make sure each is used correctly)

Conforming to ADVISOR electronic formats

*submit electronic manuscripts (accompanied by a hard copy for articles with special elements, tables, lists, levels of headings, etc) in double spaced, 12-point size, ragged-right, single-spaced format

*check that all paragraphs begin flush left and are double spaced between paragraphs

*remove any “all-cap” headings or titles and replace with suggested heading format using initial caps or upper/lowercase
*remove all double quotes, bold, italics, and underlining in headings and illustration titles

*allow titles to run-on without adding hard returns (typesetter will position heads, so include a hard copy version if spacing is important)

*change all text, table, and reference underlining to italic where appropriate (e.g., titles of publications, plays, TV shows). Use emphasis sparingly.

*search for 2 spaces and replace with 1 (this also applies to spaces between sentences)

*remove any superscript in text (except endnotes) and replace with regular typeface

*remove any shading in text, including any emphasis to websites or e-mails

*search for table/figure to check illustration order and call-outs (please announce illustrations and tables in text—e.g., [INSERT TABLE 1 ABOUT HERE]--place the illustrations at the end of the manuscript, and include a hard copy along with the electronic version)