

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)