HETI Journal: International Resarch and Practice

A publication of
THE FEDERATION OF HORSES IN EDUCATION AND THERAPY INTERNATIONAL

Manuscript Submission Checklist

Adapted from APA Publication Manual, Sixth Edition, *"Checklist for Manuscript Submission,"*
pp. 241–243.

Note: Before completing this checklist, please review the Manuscript Guidelines. Manuscript submissions need to follow APA publication guidelines for format and style. This checklist is a general guide and is not mean to be an exhaustive list of formatting requirements.

General Format

- ☐ Are margins 2.54 cm (1") on all sides?
- ☐ Is Times New Roman 12 point font used?
- ☐ Is your word count less than 5,000 words (1,000 words for a Letter to the Editor)?
- ☐ Is document double-spaced throughout (including block quotations)?
- ☐ Is page number in upper right corner?
- ☐ Is your running head correctly formatted?

Title Page, Abstract, and Keywords

- ☐ Is the title length 12 words or less?
- ☐ Are all author names on the title page?
- ☐ Are institutional affiliations, highest academic degrees, departments and institutions noted on the title page?
- ☐ Is the abstract 250 words maximum?
- ☐ Have you included keywords (maximum 10)?

Structure and Headings

- ☐ Is the structure of your manuscript appropriate for the contents (research report versus other content)?
- ☐ Do the heading levels accurately reflect the organization of the paper?

Language

- ☐ Is manuscript written in correct English? (Authors for whom English is not a first language or working language should enlist an editor.)
- ☐ Is either British or American spelling used consistently throughout?

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Abbreviations

- [ ] Are abbreviations written out the first time they are used?
- [ ] Are unnecessary abbreviations eliminated and necessary ones explained (including those featured in tables and figures)?
- [ ] Are other terms and concepts defined the first time they are used?

In-Text Citation and Quotations

- [ ] Are in-text citations in the correct format (author last name, year)?
- [ ] Are your electronic sources cited correctly (no in-text web links)?
- [ ] Are you indicating page number(s) or paragraph number when quoting?
- [ ] Are quotes over 40 words indented (block) and correctly formatted?

Tables and Figures

- [ ] Are your tables and figures formatted in a way that allows for interpretation in a black-and-white format and submitted in black-and-white?

Reference List

- [ ] Are references cited both in-text and in the reference list?
- [ ] Do in-text citations and reference list entries agree both in spelling and in year?
- [ ] Have you distinguished multiple publications by the same author in the same year by a letter following the publication year?
- [ ] Are journal titles in the reference list written out fully?
- [ ] Are the references ordered alphabetically by the author's last names?
- [ ] Are inclusive page numbers for all articles or chapters in books provided in the reference list?
- [ ] Have you entered digital object identifiers (DOIs) for all references for which they are assigned?
- [ ] Do electronic sources appear correctly in the reference list?

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