

**INITIAL MANUSCRIPT CHECKLIST**

As you prepare to submit your manuscript for review, please go through this list and check-off each item as it is completed. Failure to conform to the format requirements will result in your paper being sent back to you and a delay in review.

1. The paper must be written in English.
2. The paper must contain the following sections: Title, Abstract, Key Words, Introduction, Body, Conclusion, and References.
3. The title is in uppercase letters and centered on the page. There are no author names present under the title.
4. Information about the author, their department, university and e-mail address should NOT be provided.
5. Headings and subheadings are flush left and set in boldface including "Abstract" and "Key Words", with principal words capitalized (title case).
6. Numbering of sections begins with the introduction, which is given the number 1. (do NOT use Roman numerals). A period appears after the number.
7. For subheadings, the numbers used are 1.1, 1.2, etc., and the format is the same as the main headings. If a subsection must be further divided, the numbers 1.1.1, 1.1.2, etc. are used and the number and associated title are set in *italics* instead of **boldface**.
8. The first paragraph following a heading or subheading is flush left and all paragraphs that follow are indented.
9. Figure captions appear below the figure, are centered and in lower case letters. When referring to a figure in the body of the text, the abbreviation "Fig." is used.
10. Table captions appear centered above the table in title case capitalization. When referring to a table in the body of the text, use the entire word. For example, "Table 1" (do not abbreviate).
11. Equations are numbered (1), (2), etc. When referring to an equation in the body of the text, only the number enclosed in round brackets is used. A colon is inserted before an equation is presented, but there is no punctuation following the equation.
12. British/Canadian spelling is adopted. Please pay particular attention to the spelling of "modelling" and "catalogue". Acronyms are spelled out at first mention, but not thereafter.
13. Manuscript is in **double-spaced, single-column** format.
14. An acknowledgement section can be presented after the conclusion, if desired.
15. References are numbered and listed in the reference section in the order that they appear in the text, NOT in alphabetical order by author's names. When referring to a source in the text, only the numeral enclosed in square brackets is used for identification (i.e., [1]). No reference to the author is necessary. All references are collected in a reference section at the end of the main text. See the document template or Chicago style guide for reference formatting instructions.  
**Please note that journal title and volume number (but not issue number) are set in *italics*.**
16. **In order to reduce the reviewing time, before submitting your paper it must be checked carefully, particularly the spelling, the grammar, and the format. Obtain professional help if necessary.**