

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 is written in the English Language.
- 2. The paper contains the following sections: Title, Abstract, Key Words, Introduction, Body, Conclusion, and References.
- 3. The title is in upper case letters and centered on the page.
- 4. No information about any of the authors should be provided on the paper.
- 5. Headings and subheadings are flush left and set in **boldface** including "Abstract" and "Key Words" and are in upper and lower case letters (title case).
- 6. Numbering of sections begins with the "Introduction", which is given the number 1 (no Roman numerals). A period appears after the number.
- 7. For subheadings, the numbers used are 1.1, 1.2, etc. 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 are 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 upper and lower case letters. 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 may 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 document template for formatting references).

Please note that journal title and volume number (but not issue number) are set in *italics*.