

## Checklist before Submitting Your Manuscript

**Reread the guidelines for authors for your chosen outlet and check that you have complied with all of them, including, unless otherwise stated:**

The text adheres to the stylistic and bibliographic requirements outlined in the author guidelines.

The layout and placing of tables, figures, and illustrations follow the publisher's guidelines and you provide titles and sources. Check that you can obtain any copyright permissions needed if your manuscript is accepted for publication.

The references in the text align with those in the list of references and vice versa.

The number of words is included at the end of the manuscript and it is fewer than the publisher's maximum for the genre you are submitting.

Ensure your email account is set to receive messages from the publisher, as notification emails can sometimes be sent to spam or junk folders.

Check quoted material against the original source (include page numbers where appropriate).

Ensure that you have properly cited all information taken from outside sources and that you have not inadvertently plagiarized.

Proofread and spell-check one last time (and if you don't feel strong in this area, have someone else proofread your text, or read it aloud—this will catch a lot of missing words and typos).

### For journal publications

The manuscript has not been published previously, is not currently under review by another publisher, and represents new, unpublished findings or arguments (or an explanation has been provided in comments to the editor).

The abstract aligns with the text (i.e., you do what you say you do).

The keywords supplement rather than repeat those used in the title.