

# MANUSCRIPT SUBMISSION CHECKLIST

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Include the following with your submission:

## ***REQUIRED ELEMENTS***

- ☐ Editable files of manuscript, figures, and tables (Microsoft Word or TeX file for text; see [Author Graphics Guide](#) for acceptable figure file types); if submitting in TeX, include bib file and all other associated files
- ☐ Title Page: full article title, author(s) name(s) and affiliation(s) including email address(es) and, if available, ORCID numbers, Corresponding Author contact information
- ☐ Keywords: as many as 6
- ☐ Abstract: 150 words maximum
- ☐ Headings: clearly formatted throughout text
- ☐ Figures: submit each with its own caption clearly labeled; separate file for each figure, do not integrate within text. Send editable, high-resolution or vector files. See [Author Graphics Guide](#) for more details. In addition to individual figure files, provide a PDF file containing all figures. Obtain any necessary permissions for use. If you need assistance in paying any incidental fees, please contact your Production Editor
- ☐ Tables: either all at end of article, following Literature Cited, or submitted together in a separate editable file
- ☐ Literature Cited: See correspondence from your Production Editor for the maximum number of references permitted; references should be formatted per journal specifications (see sections of this handbook, below, for details)
- ☐ PDF file of final manuscript, including all figures, tables, references, and optional elements (listed below), in addition to the editable files

## ***OPTIONAL ELEMENTS***

- ☐ Terms and Definitions list: provide definitions for as many as 20 of the most important abbreviations or key terms, limited to 20 words maximum; insert below Literature Cited section
- ☐ Summary Points list: highlight the central points of your review (as many as 8), in complete sentences; insert above Acknowledgments and/or Literature Cited section
- ☐ Future Issues list: note where research may be headed (as many as 8), in complete sentences; insert above Acknowledgments and/or Literature Cited section
- ☐ Reference Annotations: brief (15 words maximum) explanation of citations' importance (as many as 10); insert below Literature Cited section
- ☐ Related Resources list: up to 10 references, not listed in Literature Cited, to materials (websites, books, videos) that may be of interest to readers; insert below Literature Cited section
- ☐ Sidebar (50 words minimum, 200 words maximum) briefly discussing a fascinating adjacent topic; insert below Literature Cited section, but be sure to call out the sidebar in text; it will be typeset near the section containing the callout