

# Author Publication Checklist

Please use this checklist as a guide prior to and during the drafting of a manuscript. Upon completing the draft, please complete the checklist and submit it to the editor with your materials. This form will help improve the quality of articles, case reports, and technical reports published in the journal.

Name(s) of Author(s) \_\_\_\_\_ Work Phone \_\_\_\_\_

Author's Mailing Address \_\_\_\_\_

Title of Manuscript \_\_\_\_\_

## Document Checklist

\_\_\_\_\_ *A separate Title page that includes the title, author name(s) and information, and any acknowledgements.*

\_\_\_\_\_ *Manuscript and references follow the Council of Science Editor's Style Guide.*

\_\_\_\_\_ *Manuscript is saved as MS Word document.*

\_\_\_\_\_ *No photographs or tables have been pasted into the text file.*

\_\_\_\_\_ *An ABSTRACT and Keywords have been included.*

\_\_\_\_\_ *References have been properly listed for all applicable sources.*

\_\_\_\_\_ *A list of captions for all figures and tables has been included.*

## Photograph & Chart Checklist

\_\_\_\_\_ *All photographs are submitted as individual files (1mb or larger .jpg preferred)*

\_\_\_\_\_ *Tables have been saved as separate files (excel) and NOT pasted into the body of the text.*

## Submission Deadlines

All manuscripts are published on a first-come first served basis. The Editor reserves the right to edit submissions for clarity and space without contacting the author. If you wish anything returned to you, include a note with a request for what is to be returned, and a self-addressed, stamped envelope. Please submit all items to the Editor at the address listed on the Editorial Committee page.