

Journal of National Extension Association of Family & Consumer Sciences

Author's Checklist

Check when complete	Item	Description
	First manuscript	Contains all information including title page.
	Second manuscript	Contains no title page or identifying information in text (for blind review).
	Title page	Includes running head and page numbering. Title. Lead author's name(s), academic credentials, title(s), institution where research was conducted, address, phone number, and e-mail. Authors listed as they will appear in publication.
	Running head and page numbering	Included on every page.
	Format	Arial 11 pitch font or Calibri 11 pitch font, 1-inch margins, double spaced, indented paragraphs, two spaces between all sentences.
	Abstract	Separate page, 50 to 100 words, block style (no indentation). Includes major objectives, methodology, brief outcomes, and summarizes findings. No key words required.
	Title	Centered.
	Text length	8 pages or less (not including references and appendices).
	Headings (up to five levels)	Follows APA guidelines. Research category manuscripts include: Introduction (not labeled), Purpose/Objectives, Method, Results/Findings, Summary/Discussion.
	In-text citations	Follows APA formatting. All in text citations listed in references. All references cited in text.
	References	Follows APA formatting. Separate page, double spaced, hanging indent. URLs active.
	Tables/Figures/Appendices	Follows APA formatting. Submit each on separate pages in that order, at the end of the manuscript.
	Review	Manuscript reviewed by trusted colleague for flow, readability, grammar, etc.

For additional information see *Publication Manual of the American Psychological Association, Seventh Edition*. Also, visit APA Style Website - <http://www.apastyle.org/>.