

Manuscript Checklist

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GENERAL

- _____ Manuscript is typed double-spaced throughout (including title page, abstract, text, tables, references, footnotes, figure legends, etc.).
- _____ Abbreviations are spelled out when displayed for the first time, followed by an appropriate abbreviation. Terms are spelled out in figure legends and footnotes of tables. Conventional units are preferred. International System of Units (SI) units given in parentheses or conversion factors may be included in the text/legends.
- _____ Sentences do not start with a number that is not spelled out or with an abbreviation.
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- _____ Title is concise, informative and contains the key points of the work.
- _____ Author list contains the first name, middle initial, last name and credentials with highest academic degree of each author in the order to be printed in the publication.
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ABSTRACT (Abstract is included when appropriate to guide the reader)

- _____ On a separate page, following the Title Page.
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- _____ Is less than 250 words.

TEXT

- _____ Descriptive bold headings are used to identify major sections of the paper, subheadings may also be used. Please capitalize the first letter of each word in the headings and subheadings.
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ACKNOWLEDGEMENT

- _____ Indicate if an abstract or any portion of the manuscript has been presented at a professional meeting. Include the name of the organization, place, and date on which it was presented.
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Authors(s) have verified the accuracy of cited references against the original documents and have confirmed that each reference appears in the text of the manuscript.

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