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- Title
- Short title or running head
- Authors' names in the correct order
- Affiliations for each author
- Contact information for the corresponding author
- Abstract
- Key words
- Abbreviation list
- Text
- Acknowledgments
- Footnotes
- References or Literature Cited section
- Tables and table titles
- Figures and captions
- Appendices
- Author photos and biographies

NOTE: If there is any material, such as a figure or a table, that has been taken directly from another copyrighted source, be certain that the author has obtained written permission for the use of that material and has provided the information to you for your records. Information regarding the source of the material must also be included in the manuscript in the appropriate place.

Check to be certain that all parts of the manuscript are in the correct format. Some basic editing will reduce the cost of revisions later in production.

- The journal will usually follow a particular style manual (for example, AMA, CSE, Chicago). Make sure that the authors have followed this, particularly if the editor is responsible for copyediting the manuscript and not Allen Press.
- Check the manuscript to be certain that it is the final accepted version and that all last-minute changes have been incorporated into the text.
- References should be in the correct order and should be complete. The references may be listed in several ways, but the journal will have a usual method. For example, they may be listed in alphabetical order by author, by number, or in order of appearance in the text.
- References must be cited correctly in the text. The most common styles are author-year or numbered.
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- Figure parts should be named consistently in the figure, in the caption, and in the text (A vs. a, left vs. right, etc.).

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- Tables should be mentioned in the text and include a descriptive title. Tables must be in an editable format, such as Word or Excel. PDF files cannot be used for typesetting.

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