

SUBMISSION CHECKLIST

Indicate that this submission is ready to be considered for reviewing and/or publishing by checking off the following:

***Language**

Only Full Text Papers that are written in internationally accepted standard English will be considered for publication.

Format

- ✓ Is the entire manuscript—including quotations, references, author notes, content footnotes, and figure captions 1.5-spaced?
- ✓ Is the manuscript neatly prepared?
- ✓ Are the margins at least 1 in. (2.54 cm)?
- ✓ Are the title page, abstract, references, appendices, content footnotes, tables, and figures on separate pages (with only one table or figure per page)?
- ✓ Are the figure captions on the same page as the figures? Are manuscript elements ordered in sequence, with the text pages between the abstract and the references?
- ✓ Are all pages numbered in sequence, starting with the title page?

Title Page and Abstract

- ✓ Is the title no more than 12 words?
- ✓ Does the byline reflect the institution or institutions where the work was conducted?
- ✓ Does the title page include the running head, article title, byline, and author identification?
- ✓ Does the abstract range between 150 and 250 words? (Abstract word limit.)

Paragraphs and Headings

- ✓ Is each paragraph longer than a single sentence but not longer than one manuscript page?
- ✓ Do the levels of headings accurately reflect the organization of the paper?
- ✓ Do all headings of the same level appear in the same format?
- ✓ Are abbreviations fully explained in the first instance? (the full name must be stated when used for the first time followed by the abbreviated version)
- ✓ Are unnecessary abbreviations eliminated and necessary ones explained?
- ✓ Are abbreviations in tables and figures explained in the table notes and figure captions or legends?

Mathematics and Statistics

- ✓ Are Greek letters and all but the most common mathematical symbols identified on the manuscript?
- ✓ Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics?

Units of Measurement

- ✓ Are metric equivalents for all nonmetric units provided (except measurements of time, which have no metric equivalents)?
- ✓ Are all metric and nonmetric units with numeric values (except some measurements of time) abbreviated?

Length

The word limit for papers submitted for consideration to the European Proceedings is **5000 words** (min 5 pages). The word limit does not include the abstract, reference list, figures, or tables. Appendices however are included in the word limit.

References

- ✓ Are references cited both intext and in the reference list?
- ✓ Do the intext citations and reference list entries agree both in spelling and in date?
- ✓ Are journal titles in the reference list spelled out fully?
- ✓ Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames?
- ✓ Are inclusive page numbers for all articles or chapters in books provided in the reference list?
- ✓ Are references to studies included in your meta-analysis preceded by an asterisk?
- ✓ Is the literature current, with the majority of works (2/3) having been published no more than 5 years from the date of submission of the full paper?
- ✓ Is the total min of 15 references provided?

Notes and Footnotes

- ✓ Is the departmental affiliation given for each author in the author note?
- ✓ Does the author note include both the author's current affiliation if it is different from the byline affiliation and a current address for correspondence?
- ✓ Does the author note disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest)?
- ✓ In the text, are all footnotes indicated, and are footnote numbers correctly located?

Tables and Figures

- ✓ Does every table column, including the stub column, have a heading?
- ✓ Are the figures being submitted in a file format acceptable to the publisher?
- ✓ Has the figure been prepared at a resolution sufficient to produce a high-quality image?
- ✓ Are all figures numbered consecutively with Arabic numerals?
- ✓ Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?
- ✓ Is lettering in a figure no smaller than 8 points and no larger than 14 points?
- ✓ Are the elements in the figures large enough to remain legible after the figure has been reduced to the width of a journal column or page?
- ✓ Have all vertical table rules been omitted (5.19)?
- ✓ Are all tables referred to in text?

Copyright and Quotations

- ✓ Is written permission to use previously published text, test/s, or portions of tests, tables, or figures enclosed with the manuscript?
- ✓ Are page or paragraph numbers provided in text for all quotations?

Submitting the Manuscript

Once all the guidelines above have been fulfilled, the manuscript can be uploaded to your account.