

Checklist for *Psyart* Manuscript Submission

Please check to make sure your manuscript follows all of these guidelines. Do NOT submit more than one abstract or manuscript at a time.

Format

- The manuscript should be written in MLA or APA format and that format should be used consistently throughout.
- The entire manuscript should be double-spaced.
- The margins should be 1 in. (2.54 cm).
- All indications of author identity should be removed from the body of the article.
- All page numbers should be numbered in sequence
- The paper should be proofread for misspellings and typos!**

Title Page and Abstract

- Title page should follow MLA or APA guidelines.
- The name of the author should appear only on title page.
- The abstract should appear on a separate page after the title page, and **it must be no longer than 150 words.**

Paragraphs and Headings

- Each paragraph should be longer than a single sentence, but not longer than one manuscript page.
- Headings should accurately reflect the organization of the paper.
- Heading titles should accurately reflect the content of the section.

References

- MLA or APA style for references should be used consistently throughout the paper.
- All references must be cited both in the text and in the references list.
- The text citations and reference list entries must agree both in spelling and date.
- References should be ordered alphabetically by surnames.
- Inclusive page numbers for all articles or chapters in books should be provided in the reference list.

Endnotes (*PsyArt* does not use footnotes)

- MLA or APA style should be used consistently throughout the paper.
- All notes should be indicated in the text and the superscript numbers correctly located.
- The notes should be sent as a separate file at the same time as the text file.**

Tables, figures, graphics, sound files, film clips

- These should all be submitted separately in TIFF or JPEG files for graphics and MP3 files for sound. For film clips, inquire of the editor(s).**
- Tables and figures should be labeled with the correct table or figure number. Graphics, if captioned, should be captioned in the graphics file.
- Tables and figures should be mentioned in the text and numbered in the order in which they are mentioned. Graphics should be captioned or numbered as appropriate.

Copyright and Quotations

- Include written permission to use previously published in a separate email.
- Page numbers should be provided in the text for all quotations.