***Journal of National Extension Association of Family & Consumer Sciences***

**Author’s Checklist**

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| **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, address, phone number, and e-mail. Authors listed as they will appear in publication. |
|  | Running head and page numbering | Included on every page. |
|  | Format | Times New Roman, 12 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, Sixth Edition*. Also, visit APA Style Website - <http://www.apastyle.org/>.