Formatting Checklist for Manuscripts

One simple thing you can do to make your manuscript look more polished is ensure you make uniform style choices. This can be difficult when multiple people are contributing to the final paper. So please use this checklist of a few common formatting choices to ensure that your paper looks its best. Please check all that apply to ensure you’ve used the same style throughout your manuscript.

Font: \_\_\_\_\_\_\_\_\_\_

Please double check that you have adhered to a STANDARD font throughout. To insert a symbol such as µ, ° C or β , use the Insert tab and select Symbol.

Font size: \_\_\_\_\_\_\_\_

GENERAL ALIGNMENT AND SPACING

Justification (text aligned on both left and right sides)

* Not justified
* Justified
* Double spaced text (Unless otherwise specified by the journal, please double space text. This makes it easier to read and edit.)
* Extra carriage return (line) before new sections

SUBJECT HEADINGS

* ALL CAPS
* **Bold**
* *Italics*
* Underlined
* Centered on middle of line
* Followed by period and text immediately after (no [carriage return](http://en.wikipedia.org/wiki/Carriage_return))
* Carriage return (blank line) under heading

FIGURE LEGENDS

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* **Bold**
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