



## HETI Journal: International Research and Practice

A publication of

THE FEDERATION OF HORSES IN EDUCATION AND THERAPY INTERNATIONAL

### Manuscript Submission Checklist

**Note: Before completing this checklist, please review the Manuscript Guidelines. Manuscript submissions need to follow APA 7<sup>th</sup> edition publication guidelines for format and style. This checklist is a general guide and is not mean to be an exhaustive list of formatting requirements.**

#### General Format

- Are margins 2.54 cm (1") on all sides?
- Is Times New Roman 12 point font used?
- Is your word count less than 5,000 words (1,000 words for a Letter to the Editor)?
- Is document double-spaced throughout (including block quotations)?
- Is page number in upper right corner?
- Is your running head correctly formatted?

#### Title Page, Abstract, and Keywords

- Is the title length 12 words or less?
- Are all author names on the title page?
- Are institutional affiliations, highest academic degrees, departments and institutions noted on the title page?
- Is the abstract 250 words maximum?
- Have you included keywords (maximum 10)?

#### Structure and Headings

- Is the structure of your manuscript appropriate for the contents (research report versus other content)?
- Do the heading levels accurately reflect the organization of the paper?

#### Language

- Is manuscript written in correct English? (Authors for whom English is not a first language or working language should enlist an editor.)
- Is either British or American spelling used consistently throughout?



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### Terms and Abbreviations

- Are terms clearly defined at first use?
- Are abbreviations written out at first use?
- Are unnecessary abbreviations eliminated and necessary ones explained (including those featured in tables and figures)?

### In-Text Citation and Quotations

- Are in-text citations in the correct format (author last name, year)?
- Are your electronic sources cited correctly (no in-text web links)?
- Are you indicating page number(s) or paragraph number when quoting?
- Are quotes over 40 words indented (block) and correctly formatted?

### Tables and Figures

- Are your tables and figures formatted in a way that allows for interpretation in a black-and-white format and submitted in black-and-white?

### Reference List

- Are references cited both in-text and in the reference list?
- Do in-text citations and reference list entries agree both in spelling and in year?
- Are journal titles in the reference list written out fully?
- Are the references ordered alphabetically by the author's last names?
- Are inclusive page numbers for all articles or chapters in books provided in the reference list?
- Have you entered digital object identifiers (DOIs) for all references for which they are assigned?
- Do electronic sources appear correctly in the reference list?

### Copyright

- Is there written permission to use previously published tests or portions of tests, tables, or figures enclosed within the manuscript?
- Do you have a photo consent form for any photo in the manuscript with an identifiable person in it?
- Are you crediting the photographer for photos in your manuscript?