

# *Journal or Program Submission Checklist*

To streamline the process from submission through publication, we have prepared the following checklist. All of these items are NOT necessary for the *initial* submission to the Editor or meeting Program Chair. However, if your article is accepted for publication, you will be asked to submit it in electronic form using the following guidelines. Therefore, for efficiency sake, you may want to prepare your initial submission for presentation with these requirements in mind.

## Checklist for submission:

Please see the "Instructions to Authors" page for types of manuscripts accepted and the style guidelines required. Be sure your article contains all of the following elements:

- \_\_\_\_\_ Title, Author Name, Affiliation (including full address), and Abstract
- \_\_\_\_\_ Text includes standard headings (Abstract, Introduction, Methods and Materials, Results, Discussion, Conclusion); **spellings may be US or UK format but not both within a paper**
- \_\_\_\_\_ Use font size 10 or 12, Times New Roman, single-spaced text.
- \_\_\_\_\_ NO rules, text boxes, columns, or other "fancy" formatting, as it doesn't translate well into PageMaker and makes reformatting by the typesetter much more difficult. The typesetter will put it in the proper format
- \_\_\_\_\_ Low resolution graphics may be included in the text for initial submission. Once the article has been accepted for publication, a text version will be needed with only the captions or legends for graphics and tables to indicate approximate location of both graphics and tables; **graphics\* and tables\*\* must be saved in separate files (see information below).**
- \_\_\_\_\_ For publication, \*graphics must be in separate files on media or electronically sent in TIFF format, saved by author's name and graphic reference (Example: JONESFig1). Do NOT include captions inside the graphic; they will be typeset below the illustration. If scanning, line art (including any graphic with text) must be scanned at 900 dpi minimum (1200 dpi recommended), and grayscale (halftone) at 350 dpi minimum, with a maximum width of 6" height proportional). Color graphics must be CMYK, not RGB. Due to the high cost of publishing color graphics, the editor may request that the author(s) bear the cost or accept black and white graphic publication.
- \_\_\_\_\_ \*\*Tables created/saved as individual Word files or Excel files and labeled like graphics (Example: JONESTab1).
- \_\_\_\_\_ References (if applicable), in the form below with or without numbers, **the use of numbers within the text of the paper is acceptable and may make the paper easier to read when several references are provided in succession.**

(1) Osborn, A. S. (1929). *Questioned Documents*. Albany, NY: Boyd Printing Company, p. 228.

(2) Kam, M.; Fielding, G.; and Conn, R. (1997). Writer Identification by Professional Document Examiners. *Journal of Forensic Sciences*, Vol. 42, No. 5, pp. 778-786.

Please send your submission to:

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## Checklist for FINAL submission, after notified of acceptance by Journal Editor:

- \_\_\_\_\_ Forms provided by Editor, completed and signed
- \_\_\_\_\_ High resolution images of graphics and tables as described above, if not included with the initial submission