

## Manuscript Formatting Guidelines Checklist

Title of Manuscript: [Enter the title of the manuscript]

Author(s): [List the names of all authors]

Please ensure that your manuscript adheres to the following formatting guidelines before submission:

### 1. Manuscript Structure:

- Title page includes the title, author names, affiliations, and contact information.
- Abstract is concise and accurately summarizes the key findings of the study.
- Keywords are provided to aid in indexing and searchability.
- Main text is organized into sections such as Introduction, Methods, Results, Discussion, and Conclusion.
- Figures and tables are numbered consecutively and referenced in the text.
- References are formatted according to the journal's citation style guidelines.

### 2. Text Formatting:

- Font size is consistent throughout the manuscript (e.g., Times New Roman, 12-point).
- Double spacing is used for the main text, including references, tables, and figure legends.
- Headings and subheadings are clearly indicated and formatted consistently.
- Special formatting (e.g., italics, bold) is used appropriately for emphasis or to denote specific terms.

### 3. Figures and Tables:

- Figures are high-quality and legible, with clear labels and captions.
- Tables are well-organized and easy to read, with headings and footnotes provided as necessary.
- All figures and tables are cited in the text and appear in the correct order.

### 4. References:

- All cited references are listed in the reference list, and vice versa.
- References are formatted according to the journal's specified citation style (e.g., APA, MLA, Chicago).
- DOI or URL links are provided for online sources whenever possible.

**5. Additional Requirements:**

- Any supplemental materials (e.g., datasets, appendices) are clearly labeled and provided as separate files, if applicable.
- Any permissions or acknowledgments for previously published materials are obtained and included in the manuscript.

By completing this checklist, you ensure that your manuscript meets the journal's formatting requirements and facilitates the review and publication process. Please review your manuscript carefully to address any remaining issues before submission.

Signature: \_\_\_\_\_

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Please sign, print your name, and date this checklist to confirm that your manuscript adheres to the formatting guidelines outlined above. This checklist should be submitted along with the manuscript files.