



Scientific and Educational Journal of Therapeutic Riding
 A publication of
 THE FEDERATION OF HORSES IN EDUCATION AND THERAPY INTERNATIONAL

Manuscript Submission Checklist

*Adapted from APA Publication Manual, Sixth Edition, "Checklist for Manuscript Submission,"
 pp. 241–243.*

Note: Before completing this checklist, please review the Manuscript Guidelines. Manuscript submissions need to follow APA 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 document length less than 5,000 words?
- 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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Abbreviations

- Are abbreviations written out the first time they are used?
- Are unnecessary abbreviations eliminated and necessary ones explained (including those featured in tables and figures)?
- Are other terms and concepts defined the first time they are used?

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?

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?
- Have you distinguished multiple publications by the same author in the same year by a letter following the publication 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?

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