

AUTHOR'S CHECKLIST FOR ACMAP MANUSCRIPTS

Please be sure to carefully verify each item

GENERAL

- ☐ Font is Times New Roman (TmsRm) for the manuscript text and must be submitted as Word® documents.
- ☐ Margins are

Top	2.7 cm	0.90"
Bottom	3.5 cm	0.85"
Left	1.9 cm	0.75"
Right	1.9 cm	0.75"

- ☐ Text is justified to fill entire printable area, but does not exceed margins
- ☐ All text (except title and tables) is 12 pt; Title is in TmsRm 14 pt, tables are TmsRm 10

TITLE

- ☐ **Bold**, 14 pt Font, left justified
- ☐ First letter of each word in title is uppercase, except for words such as “a,” “the,” and “of”

AUTHOR BYLINES & AFFILIATIONS

- ☐ Author names are written on second line below title with given (first) name or initial followed by family (last) name of all authors
- ☐ All initials are followed by a period with no space between initials
- ☐ Author(s) with differing addresses shall be marked with a superscript Arabic number associated with address; addresses shall be complete with affiliation, city, (state, postal codes), and country
- ☐ The corresponding author will be marked by asterisk following the name
- ☐ Text is 12 pt, not bold

CORRESPONDING AUTHOR

- ☐ The text “*Corresponding author” followed by the corresponding authors email shall be placed on second line below author affiliations

DATE RECEIVED

- ☐ The date will be added by the editors

ABSTRACT

- ☐ Heading **Abstract** is **bold**, 12 pt, left justified with first letter of **Abstract** in uppercase
- ☐ **Text** of abstract is single spaced **bold**, 12 pt and justified
- ☐ No citations in abstract

KEYWORDS

- ☐ Heading **Keywords:** is **bold**, 12 pt, left justified
- ☐ Keywords are alphabetized, not bold, 12 pt
- ☐ Keywords are words NOT contained in the title, but are words that reference the subject material
- ☐ Second line of keywords is a hanging indent that aligns with first keyword in above line

TEXT

- ☐ Headings **Introduction, Materials and Methods, Results, and Discussion** are **bold**, centered, 12 pt, and followed by a blank line
- ☐ Text is single spaced, Times New Roman 12 pt and not bold
- ☐ Subheadings are left justified, written in italics with the first letter in uppercase, followed by a period
- ☐ Citations in text are by author, year and enclosed in parentheses (Author, year)
- ☐ Multiple citations within same set of parentheses are alphabetized and separated by a semicolon
- ☐ No blank lines are placed between paragraphs
- ☐ All paragraphs are indented by 0.89 cm or 0.35 inches

ACKNOWLEDGEMENTS

- ☐ Place all acknowledgements at this location
- ☐ Text is single spaced, Times Roman 12 pt and not bold

REFERENCES

- ☐ Heading **References** is **bold** and centered
- ☐ All listed references must be cited in text, tables, and/or figures; references not cited in text must not be listed
- ☐ References are arranged alphabetically by first author's family (last) name (if multiple articles by author are cited, arrange citations as single name first, alphabetically by second author, third author ..., by date of publication)
- ☐ Second line of references is a hanging indent (0.6 cm or 0.25 inches)
- ☐ All authors of paper must be listed, do not use et al. to substitute for names in **References** section

TABLES

- ☐ Tables must be consecutively numbered using Arabic numbers, have a relatively short, succinct title, fit within page size, be typed in TmsRm 10 font, have all columns and units labeled, and be followed by consecutively numbered footnotes as necessary to more fully explain abbreviations, measurements, sample size, statistical tests, and other pertinent information
- ☐ Each table is on a separate page
- ☐ First letter of first word in title is uppercase
- ☐ First letter of first words in column and row headings are uppercase, the first column is generally the fixed variable, the first row is generally the experimental control
- ☐ Units are associated with each column
- ☐ All decimal points are aligned (use decimal tab, do not use space bar)
- ☐ Table footnotes are self-explanatory and support table

FIGURES

- ☐ Figures must fit within width of 3.4 inches (7.38 cm)
- ☐ Each figure is on a separate page
- ☐ Figure titles are below figures, title is relatively brief, but indicates subject material
- ☐ Abscissa and ordinate (x and y axis) are labeled and include units and must be large enough to read
- ☐ All lines, bars, sections, plant material in figure must be clearly identified
- ☐ Footnotes are self-explanatory and support figure

GENERAL NOTES

- ☐ The submitted manuscript must contain original research work by the authors and not be submitted nor published by another journal
- ☐ Avoid verbose language, use real subjects in sentences (avoid the word "it" and the phrases "There is, There are, There was, and There were")
- ☐ Use American English spellings
- ☐ Locate and correct all errors
- ☐ Sign and submit manuscript submission agreement
- ☐ Submit submission fee payment to ACMAP Treasurer (Manuscript will not be reviewed until payment is received in full)