



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 7th 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?
- ☐ Does your manuscript meet the required word count for its article type as outlined in the Guidelines for Authors? (e.g., 4,000 words for Original Research and Theory and Practice articles, 2,500 for Clinical Cases, 5,000 for Reviews, and 1,000 for Letters to the Editor, etc.)
- ☐ Is document double-spaced throughout (including block quotations)?
- ☐ Do the number of tables and figures comply with the limits set out in the Guidelines for Authors for the relevant article type?
- ☐ Is your running head correctly formatted?
- ☐ Does the manuscript follow the APA (7th edition) format?
- ☐ Have you add line numbers to your manuscript?

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 5)?

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.)



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- ☐ Is either British or American spelling used consistently throughout?

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?
- ☐ Do the number of tables and figures comply with the limits set out in the Guidelines for Authors for the relevant article type?

Reference List

- ☐ Are references cited both in-text and in the reference list?
- ☐ Are references followed the APA (7th edition) format?
- ☐ 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?

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- ☐ Are you crediting the photographer for photos in your manuscript?