

### ***Submission Checklist***

#### **Submission Checklist**

*Please note that articles received that do not meet these specifications will be returned to the author. Read the following carefully.*

- Only one article per author per year may be submitted
- Ensure that the written work belongs solely to the author(s) and is original content. Any information obtained from an outside source must be properly cited in APA 7th edition.
- Article has been pre-edited and is almost entirely free of spelling and grammatical errors
- Upload article as a Microsoft Word document
- Upload as the entire article **without** the title page - this includes the abstract, the body, tables/figures, and references (This is your entire article, just without the title page).
- Author's information or affiliation should not be included throughout the article
- Title page should be in APA 7th edition format, **uploaded separately**, and include the following information:
  - Authors full names with their respective titles (PhD, MD, PhD student, etc.), institutions, departments, city, and contact emails
  - Word count
  - Full title of the article
  - Include information on any conflicts of interest ([Click here](#))
- [Submission Checklist Form](#) should be downloaded, filled out, and uploaded as a supplementary document upon submission (*note: the document become 'clickable' when downloaded as a Microsoft Word document*)
- All tables and figures should include a short, descriptive title, and should be embedded within the article where they are first mentioned
- Figures should be labeled, taking into account necessary size reduction upon publication
- Authors with questions on format specifications or structure should refer to the [WIJAR Resources](#) tab

#### **Length**

- Abstracts must be between 100-300 words and contain a minimum of three keywords
- Entirety of article should not exceed 5,000 words

#### **Format**

- Include the full title of the article at the top of the first page
- 12pt font, Times New Roman
- Entire article should be double-spaced, including references
- APA 7th edition
- Article should begin with an abstract (no more than 300 words)
- Do not include headers or footers

### *Submission Checklist*

#### Headings

Follow APA 7th edition. See examples below.

Level	Format
1	Centered, Bold, Title Case
2	Flush Left, Bold, Title Case
3	<i>Flush left, Bold Italic, Title Case</i>
4	Indented, Bold, Title Case, Ending with a Period. (text begins on same line)
5	<i>Indented, Bold Italic, Title Case, Ending with a Period. (text begins on same line)</i>

#### Tables/Figures

- All tables/figures are introduced and referenced in text
- All tables/figures are incorporated according to APA 7th edition standards
- Table and figures legends are incorporated above the table or figure
- Tables should be incorporated in the Microsoft Word document using the 'Insert Table' function
- All columns must have a heading

#### References

- Each article must have a references page
- Must be listed on a separate page at the end of the article
- Double-spaced and adhere to [APA 7th edition standards](#)
- Listed alphabetically

#### Support

*Samples of aforementioned format guidelines as well as additional writing support resources can be found under our [Resources tab](#) on the WJLAR website.*