

How to Prepare Your Manuscript for Publication in *Middle Grades Review*

Congratulations on your accepted manuscript! Please follow this checklist to prepare a final manuscript file for typesetting. Following these steps will help ensure smooth, timely publication of your article. Failure to use this checklist will result in the return your manuscript for correction. Direct any questions to Aimee Diehl, production editor, at mgreview@uvm.edu.

Add back any anonymized information.

- ☐ The article title
- ☐ All author names
- ☐ All author affiliations
- ☐ [ORCID iDs](#) for all authors (we cannot publish without an iD number for every author)
- ☐ The article abstract
- ☐ Any text, in-text citations, and/or end references attributed to “Author”

Ensure your document is properly formatted.

- ☐ Remove page numbers, headers/footers, page breaks, and bookmarks.
- ☐ Use portrait orientation for all pages.
- ☐ Ensure that the document is double-spaced in 12 point, Times New Roman type.
(Take care not to resize smaller type elements such as subscripts and superscripts.)
- ☐ Set all document margins to 1 inch.
- ☐ Align all text flush left with a ragged right margin.
- ☐ Remove any intents placed with the tab key. Replace these by using the ruler to indent the start of each paragraph.
- ☐ Remove any special paragraph formatting, such as hanging indents in your reference list.
- ☐ Remove any automatic numbering and replace it manually. (Bulleted lists are okay.)
- ☐ Remove any paragraph returns that appear at the end of lines. (These are most common in the reference list. Each reference should be treated as a single paragraph, not as a series of single lines. It is okay to have a URL run over multiple lines.)
- ☐ Remove any extra paragraph returns between paragraphs.
- ☐ Place [figures](#) and [tables](#) directly after the end of the paragraph in which they are first mentioned. Number each in the order they appear. If using both figures and tables, number each category in sequence, separately. Example: the first figure should be **Figure 1** and the first table should be **Table 1**.
 - Place the number on a separate line above the table. Place the title or description on the next line. Insert the image or table on the following line.
 - Create tables directly in Word. Do not place them as images.
 - Place any notes or captions on the line directly below the figure or table. Provide attribution in captions for photographs, maps, and other material produced by others. If you have reused copyrighted material, you must provide a written release allowing republishing.
 - Ensure the colors used in your figures or tables are accessible to readers with disabilities. Refer to the APA’s guide to [accessible use of color in figures](#).
- ☐ Ensure that DOIs and URLs are in place for every source in your reference list, and that they are active, functional hyperlinks (these will underline when linked and will usually appear in blue). URLs should begin with https:// or http://. DOIs should begin with https://doi.org/. To add a hyperlink, hit the space bar after the last character in the link. If this doesn’t automatically create a hyperlink:
 - Highlight the entire link>use command-C to copy it>use command-K to show the hyperlink pop-up box>use command-V to paste it into the address field>click OK.

Check all document content, including footnotes/bibliography or in-text citations/end references.

- ☐ Check for adherence to the APA style guide. Refer to the APA's [style and grammar guidelines](#) for examples of headings and document formatting, in-text citations, and end references.
- ☐ Ensure that all cited references appear in the reference list, and vice versa.
- ☐ Check all [end references](#) to be certain they include all APA-required information. Be particularly careful to include all required elements when citing websites, webpages, and audiovisual media.
- ☐ Provide a URL or DOI for any reference available online, even if you consulted it in hard copy. Digital publishing requires this information for accurately recording citations in Google Scholar and other indexes. In rare cases, some older books and journal articles may not be findable online.
- ☐ Verify that the reference list is in proper alphabetical order.
- ☐ Check the formatting, ordering, and numbering (if applicable) of all headings, subheadings, figures, and tables.
- ☐ Make all final edits requested by the editor(s) and reviewer(s).
- ☐ Respond to any queries from the production editor.

Remove software features that can cause technical problems during typesetting.

- ☐ Accept all changes and resolve or delete all comments except responses that you would like the copyeditor to see.
- ☐ Turn off tracking and password protection.
- ☐ Unlink citation manager software from the reference list.

After you've completed this checklist, email your file(s) to Aimee Diehl at mgreview@uvm.edu. Attach all items that apply from the list below, and add any questions or special notes to the body of your email. You do not need to attach this checklist.

- ☐ Your final manuscript, with "final" in the file name, saved as a Word file. Do not attempt to create a Word file from a PDF; this causes formatting errors.
- ☐ All high-resolution (300 dpi) images, formatted as .jpg files
 - Name each file (Figure 1, Figure 2, and so on) to match the image numbers in the manuscript. Images must be no smaller than 1,200 pixels wide.
 - For figures with multiple parts (such as "a" and "b" within the same figure, or a map with a separate legend), combine all the elements into a single .jpg file. Do not send the components separately.
- ☐ Written copyright releases for any previously published content

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Thank you for publishing your work with *Middle Grades Review*.