

NCEJ Submission checklist for authors

We recommend using this checklist for manuscripts before submitting a typesetting request. Following these guidelines will result in the most consistent and efficient NCEJ articles.

- The .docx file is the final, copyedited version of the manuscript
- **All copyediting and proofreading should be completed before submitting the final manuscript. Do not submit the final manuscript assuming there will be an opportunity to make changes later.**

When composing your manuscript, remember to follow these guidelines.

- Headers and sub-headers are created using [Word's style tool](#) Headers and sub-headers do not end with colons or periods
- Figure and table notes are placed immediately before or after the figure or table.
- Tables are created using [Word's table tools](#)
- Each image is exactly one JPEG, PNG, or TIFF file inserted into the docx
- Equations are built using [Word's equation builder](#)
- Footnotes and numeric citations are positioned correctly (i.e., after periods and commas, before colons and semicolons)
- References are labeled either "References" or "Works Cited" URLs in References begin with "http://" or "https://"