**Authors**: I designed this checklist to assist you in preparing your *educational/ professional manuscript* for submission to the *International Journal of Aquatic Research and Education* using the bepress Scholarworks site at Bowling Green State University. Do not submit this checklist with your files. *It is only for your personal use* in preparing your manuscript.

* Have you prepared an electronic file using MS Word processing (.doc; .docx; .rtf) with
  + *main document* containing *abstract*, *text* (each *table* (with caption), *figure*, or photo (with separate caption) inserted in preferred locations), *references* with page line #s?
  + separate *supplemental file* for *digital video* or *streaming media*?
* Have you submitted your files to <http://scholarworks.bgsu.edu/ijare>?
* Have you omitted *author names* and identifying information in main document?
* Have you entered complete author information during Scholarworks submission steps?
* Have you added an appropriate 2-4 work “short title” (a.k.a., running head)?
* Have you included a 150-word (or less) abstract in the *main document* and separately in the appropriate textbox during the Scholarworks submission process?
  + Have you identified 2-6 appropriate *keywords* on the abstract page (see *IJARE* list)?
* Have you used the American Psychological Association (APA) format (refer to *Publication Manual*, 6th ed.) for references and citations within the text? (*Note*: APA includes author and date citations within the main document, not numbers.)
* Have you considered *outlining* your manuscript where Roman numerals (I, II, III) identify major sub-headings and capital letters (A, B, C) indicate separate paragraphs while numbers (1, 2, 3 etc.) indicate separate sentences in each paragraph? (*Do not submit outline* – *this is only to help you logically organize your manuscript*.)
* Have you checked the general organization of your manuscript?
  + Have you clearly stated the purpose(s) of the paper in the introduction?
  + Have you provided authoritative reference citations to support any claims or opinions?
  + Have you drawn appropriate conclusions parallel to the purposes at the end?
  + Is each section logically parallel with other sections?
  + Does each paragraph have a topic sentence followed by sentences that refer to the single topic for that paragraph?
* Have you used a spell- and grammar-checker plus proofread your document several times to be certain you have eliminated all the misspellings and typographic errors?
* Have you had someone other than a co-author read the manuscript and provide feedback on its level of readability to a naïve, intelligent English-speaking person?
* If American English is not your first language, have you sought the assistance of a technical writer with either American English as a primary language or strong American English technical language skills as well as knowledge of the paper topic?

If you cannot answer “Yes” to each question, your *educational/professional manuscript* may not yet be ready to be submitted for peer review. If you have any questions about this checklist or manuscript preparation, please contact Editor at [langendorfersj@gmail.com](mailto:langendorfersj@gmail.com).