

Final Author's Checklist Before Submitting Documents to the IAA MS&T Website For Initial Peer Review

- Filename of document is correctly formatted**
 - Check that filenames start with the corresponding author's last name
 - Check that filename is less than 30 characters long (see the [Instructions to Authors](#) for examples of how to name your files).
 - Check that *no* symbols or *non-standard* characters are in the filename (i.e., &,?, ö, á, ☺)
 - Check that *no* spaces are in the filename (use_underscores_instead)
 - Only use a single period "." in the filename to separate it from the file type (e.g., "filename.doc", NOT "This.is.my.file.doc").
- Document has been spellchecked ?**
- Line numbering is turned on** (continuous throughout document, not restarted each page)?
- Pages are numbered** (centered at bottom of page)?
- Check that format is correct**
 - All text is left aligned (i.e., *not* justified) ?
 - New paragraphs indented ?
 - Two spaces between sentences ?
 - Double line spacing throughout ?
 - Margins correct ? 1 inch (=2.5 cm) all 4 sides.
 - Correct font and font size ? (suggest Times New Roman, Arial, or Calibri, 10 or 11 pt)
- Find-replace**
 - Double-spaces
 - Double periods and commas
- Check Literature Cited section**
 - are references in alphabetical order
 - are references correctly formatted
 - Download Endnote Style from MS&T website
 - Check that all periodicals have issue numbers (if available)
- Check quality of figures**
 - Do they meet minimum standards (line art = 1200 dpi; halftone and color figs = 600 dpi).