



English Journal

Checklist for Authors Preparing an Article Manuscript

This checklist was prepared to guide authors as they prepare their article manuscript for submission. More information is available on the *EJ* Write for Us [webpage](#).

Before submitting your article manuscript to the editors and for the peer reviewers via Editorial Manager, please be sure to follow this checklist in preparation:

- 1. Prepare a one-sentence **abstract or summary** of your manuscript.
- 2. Provide a short **title** (fewer than ten words).
- 3. Remove your **name and any identifying information** from your manuscript.
- 4. **Double-space** your manuscript in its entirety, including quotes and Works Cited entries.
- 5. Use standard **1" margins** on all four sides of your manuscript pages.
- 6. Type **ten to fifteen pages** (double-spaced), which is **2,500 to 4,000 words** maximum.
- 7. **Number** each page of your manuscript.
- 8. Use the **current MLA style** for any in-text documentation and for your Works Cited page.
- 9. Provide a **statement** that the manuscript has not been published or submitted elsewhere.
- 10. As author, write your **biographical note** (50 words maximum) for Editorial Manager.
- 11. Indicate the **issue date** for which you are submitting (e.g., March 2021 issue).
- 12. Conform to the most recently revised [NCTE Statement on Gender and Language](#).
- 13. List any of your own **referenced work as "Author"** in the Works Cited for blind review.
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