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 in-text documentation by following the 7th Edition of APA. Where applicable, a list of Works Cited and any other bibliographic information should also follow APA style.
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 2024 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 anonymized review.
14. Submit your manuscript through the English Journal Editorial Manager website.

Prepared by English Journal Editorial Team