



## *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.
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