



## Checklist for Submitting a Manuscript to the NACTA Journal

Item
Read and follow "Instructions for Authors"
Manuscript in 12 point normal Times New Roman font
Purpose of manuscript and objectives clearly stated
Formatted in double spacing with pages and lines numbered
Numbers formatted according to instructions
"And" spelled out and & not used
Use "%" unless percentage begins a sentence
Only acceptable abbreviations used
No citations in the abstract / citations in text correctly formatted
Tables and figures placed at the end of the manuscript
Table titles formatted correctly and not overly long and complex
No unnecessary tables or figures
Institutional Review Board (IRB) statement, if necessary
Concise title
Title page included
Manuscript contains these major divisions: Abstract, Introduction, Materials and Methods, Results and Discussion, Summary, Literature Cited
Citations used in body of manuscript found in Literature Cited section
Literature Cited section does not contain any citation not mentioned in the body of the manuscript
Literature Cited section properly formatted according to instructions
Appendices and endnotes not allowed
File to be submitted is in MS Word format and not PDF
Read for typos and misspellings
Wordy phrases like "It can be shown that" or "It was apparent that" eliminated
Manuscript contributes to teaching and learning in agriculture and related sciences
Colleagues have read the manuscript before submission
When used, data were analyzed by suitable statistical procedures