

National Network for Early Language Learning (NNELL)

Author Checklist: *Learning Languages*

Following is a checklist for some of the important elements to remember when submitting your manuscript for *Learning Languages*. *This list does not include all requirements; please consult the NNELL Author Guidelines and associated resources for a full list.*

- _____ My manuscript follows the correct formatting guidelines:
 - _____ Microsoft Word has been used as the word processing software
 - _____ All text is double spaced, including text, notes, and references.
 - _____ All pages are numbered, except the first page. Pages thereafter are numbered consecutively in the upper right-hand corner
 - _____ The Times New Roman font, 12 point, 1-inch margins are used for all text
 - _____ Paragraph indentations have been made using the “tab” key, rather than the space bar
 - _____ All foreign language words/phrases are translated into English in parentheses

- _____ My article addresses the theme of the journal issue.

- _____ I have disguised personal identifying information in the article for the blind review process.

- _____ I have consulted the Publication Manual for the American Psychological Association (APA, 6th edition) for formatting and style questions, including punctuation, in-text quotations/citations, and works cited or reference lists.

- _____ I have indicated all places in the text where I would like to insert images using APA format.

- _____ I have removed all identifying information for the initial blind review process. See NNELL Author Guidelines for example.

- _____ I acknowledge that if my article is chosen for publication, I must work with the NNELL journal team to obtain release forms from any people who are recognizable in the photos.

- _____ I acknowledge that all illustrations and graphics should be copyright free or include release forms.

- _____ I have included a separate file with author biography info, author pictures, and author contact information.

- _____ All of my files will be sent together in one email to Journal@nnell.org