

Journal of Interactive Online Learning

Submission Checklist

Manuscripts reviews go more smoothly when the following steps are addressed by authors prior to submission. The checklist below must be submitted with the manuscript when it is submitted for review. Please confirm that the following are found or followed in your submitted manuscript by checking off the components listed below.

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1. Ensure that APA 6th edition style has been followed (see Submission Guidelines.)
 2. Include page numbers in upper right corner of header preceded by the running head.
 3. Include a running head that is identified on the title page. Identify it as follows
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RUNNING HEAD: On-line emotions in discussions

Follow the RUNNING HEAD with the title.

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4. Capitalize only major words in the manuscript title, and limit the title to no more than 12 words.
 5. Omit footnotes.
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6. Include contact author information on title page with name, phone number, and e-mail address listed. Include the title page with the manuscript not as a separate file.
 7. Place abstract on a separate page, following title page; include the title of manuscript in bold print, double space the abstract, left-justify the abstract, and identify and list key words following the abstract. Use the following format.
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Abstract

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Below the abstract, indent five spaces and place *Key Words: (italicize)* followed by a list of at least six key words in regular font.

Key Words: xxxxx, xxxxx, xxxxx, xxxxxxxxxxxxxxxxxxxx, xxxxxxxxxxxxxxxx,
xxxxxxxxxxxxxxxxxx, xxxxxxxxxxxxxxxxxxx

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8. Use standard 1 inch margins (left/right/top/bottom) including all tables/charts/figures.
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9. Include an author bio of 50 words or less for all authors following format used in the journal and placed after references. Example:

Terry R. P. Noname is Professor of Social Studies Education at Fordson University in Doesnotexist, Hawaii, with research and teaching interests in elementary social studies and economics education. She teaches undergraduate methods classes and works with teachers in a collaborative schools program. A particular interest is in kindergarten education. E-mail: pseudonym@pseudonym.edu

10. Include titles of web pages AND URLs in the references.

11. Save and attach your file as Microsoft Word .doc file.

12. Submit with an e-mail message confirming that the manuscript has not been published elsewhere, is not under consideration for publication elsewhere, and that copyright will be given to the *Journal of Interactive Online Learning* should it be published in the journal.

13. Use Times New Roman, 12 point font, double-spaced typeface, left justify, and remove all extra spaces so only double spacing is used.

14. Alphabetize references in citations, e.g. (Asti, Smith & Bean, 2007; Baker, James, & Smith, 2009; Peters & Johns, 2006)