

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.

 4. Omit footnotes.

 5. Include contact author information on title page with name, phone number, and e-mail listed.

 6. Place abstract on a separate page, following title page; include the title of manuscript in bold print, double space the abstract, identify and list key words following the abstract

 7. Use standard 1 inch margins (left/right/top/bottom) including all tables/charts/figures.

 8. 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

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

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

 11. 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.

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