

## JPSSM Instructions for Authors

### Guidelines/Checklist for Initial Submissions

1. Is your manuscript anonymous (NO identifying author information anywhere within the manuscript itself or document properties)?
2. Have you uploaded a Word document file? (No other file types are accepted).
3. Are all figures and tables at the end of the main document (after the references) with a note to insert each “about here” in the main body of text?
4. Are figures and tables legible? Please note that each table and/or figure should appear on its own separate page.
5. Is your document formatted with 1” margins, double-spaced throughout, with 12 pt Times New Roman font?
6. Have you properly cited all sources and not plagiarized any parts of already published work? (Your manuscript will undergo an iThenticate verification process).
7. Have you included a title page (File 1) and anonymous manuscript (File 2) that does not exceed 50 pages maximum for all items combined?
8. Does your manuscript include the title, abstract, and keywords at the top of the first page? Does your manuscript introduction then start on page 2?
9. Have you numbered the pages of your manuscript?

### Guidelines/Checklist for Revised Submissions

1. Have you followed all of the above guidelines PLUS:
2. Have you included a third file of “revision notes” that are also completely anonymous (uploaded separately as File 3)?
3. If necessary, you can include a fourth file that is a web appendix, as long as it is clearly marked as a “supplementary file for review.”