



## Author Checklist

Use this checklist to make sure your publication is formatted correctly and is complete before opening a job in the job system. Check that each item listed has been addressed. The signed checklist should be uploaded to the job system along with the signed Peer-Review Approval Form (VCE-748NP) and your job files. Completing this checklist will help to ensure a more efficient review.

### Before You Submit the Job

- Written permission has been obtained for previously published text, data, tables, photos, and figures. By uploading these files, the author is indicating that the appropriate permissions have been obtained.
- The peer-review process has been completed, and suggestions/corrections from the reviewers have been incorporated into the publication.
- The department head or designated approver has signed the Peer-Review Approval Form (VCE-748NP).
- Any co-authors or stakeholders who need to review/approve the use of publication have signed off on the final version.

### General Formatting (see Basic Document Setup)

- There is a 1-inch margin on all sides, with one column of double-spaced text.
- The body of the document uses 12-point text (except for larger headings/subheads).
- There is only one space between sentences and after colons.
- Left justification is used (never use full justification) with a blank line between paragraphs (two hard returns). Paragraphs are not indented or tabbed. The left margin has not been adjusted.
- Boldface is used for emphasis — no italics, all caps, small caps, or underline. Italics are used only for species and genus names (Latin) and for the titles of books and journals in a reference list.
- No automatic formatting styles, automatic heading styles, or automatic bibliography/reference formatting has been used.

### Content

- The publication is written for the intended audience and does not assume knowledge readers might not have.
- All authors are listed under the title, one per line, with their job title, department, and organization.  
**Ex:** John Smith, Assistant Professor, Dairy Science, Virginia Tech  
**Ex:** Mary Jones, Extension Specialist, Horticulture, Virginia Cooperative Extension
- No more than four subheading levels are used, and each level is easily identified.
- Acronyms and abbreviations are kept to a minimum, and all are explained in the text.

### Tables and Figures (see Graphic Elements)

- Tables have been removed from the publication and put in a separate file (called “Name of pub-tables.docx”), one table per page, with the table number indicated above each.
- Figures have been removed from the publication with each put in a separate file with the figure number in the file name (“Name of pub-fig 1.pdf”).
- Each table and figure is mentioned in the text and numbered consecutively in the order that they appear.
- Indications for table and figure placements are left-justified on a separate line.  
**Ex:** <INSERT TABLE 2 HERE>
- Table headings are typed above where table placement is indicated. The heading includes the table number and a description of the table.

- Figure captions are typed below where figure placement is indicated. Captions include the figure number and an explanation of what the figure depicts.
- Every table column, including the left column, has a heading.
- Figures are in PDF or JPG format. Photos are a minimum of 300 dpi or at least 1 MB in file size.

**Text Citations and References (see References)**

- All data, information, and quotes taken from other sources include text citations. All quotes include page number(s).
- All text citations have a corresponding reference in the reference list with matching last name(s) and year of publication.
- Each reference is cited in the text at least once.
- Citations are in the correct format with no comma between the author’s name and the year.
- References are formatted using the Chicago Manual of Style’s author-date format (chapter 15). The list is alphabetized by the first author’s last name (or name of the organization if no individual author is listed).

- The names of journals are spelled out (not abbreviated).
- All references have been checked for accuracy and completeness.
- Any appendices or other supplemental material has been placed in separate, appropriately named files.
- All website URLs in the text and references have been checked and verified.

**Documents to Upload to the Job System**

- Signed Peer-Review Approval Form (VCE-748NP).
- Signed Author Checklist (VCE-733NP).
- File (.docx) with text only.
- File (.docx) with tables.
- Separate files (JPG or PDF) for each figure (photo or graphic image); at least 300 dpi.
- Files with supplemental material (appendices, forms, etc.).

**Comments**

- I have reviewed this checklist and have complied with its requirements.

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*Signature of lead author or faculty member requesting the publication*

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*Date*