Before submitting your empirical manuscript, ask yourself the following questions:

1. Does my manuscript have a title page with contact information for the corresponding author at the bottom of the page? Do I acknowledge any grants or financial support, if applicable?
2. Does my manuscript have an abstract with keywords?
3. Does my manuscript follow APA-style?
   a. Are level one headings in bold font (no italics) and centered on the page?
   b. Are level two headings in bold font (no italics) and aligned left on the page?
   c. After the initial reference, did I use the et al. format for references written by 3 to 5 authors?
   d. For all references including the initial reference, did I use the et al. format when there are 6 or more authors?
4. In the introduction…
   a. Are all of my references cited in the introduction included on the reference page?
   b. Did I use appropriate level two headings, if needed?
   c. Did I state my research question and hypotheses clearly?
   d. Did I support my hypotheses with findings from previous literature?
5. In the method section…
   a. When using Human participants:
      i. Did I provide information on the participants including age and demographics?
      ii. Did I provide information on the sampling procedure used, how participants were selected, and how participants were assigned to conditions?
      iii. Did I provide a step-by-step description of what participants did?
      iv. Did I describe the independent variable (s)?
      v. Did I describe the dependent variables (s), including information on reliability and validity when possible?
      vi. Did I describe in control features such as counterbalancing?
      vii. Did I reference any surveys or scales to include in the appendix?
      viii. Did I state that I received IRB approval?
   b. When using animal subjects:
      i. Did I report the genus, species, and strain number or other specific identification, such as the name and location of the supplier and the stock designation?
      ii. Did I give the number of animals?
      iii. Did I give the animals’ sex, age, weight, and physiological condition?
      iv. Did I describe animal housing conditions, food/water availability, etc.?
      v. Did I state that I received IACUC approval?
6. In the results section…
   a. Did I provide needed descriptive statistics? For example, when using a $t$ test, make sure to indicate the means of the groups being compared.
   b. Did I provide rationale for the inferential statistics used?
   c. Did I cite statistics in APA-style?
   d. Did I reference any tables or figures?
   e. Did I avoid evaluating hypotheses?

7. In the discussion section…
   a. Did I restate the purpose?
   b. Did I evaluate the hypotheses?
   c. Did I relate my findings to previous research or explain the reasons for my hypotheses?
   d. Did I address potential limitations or shortcomings?
   e. Did I explain the practical significance of the findings and provide suggestions for future research?

8. In the reference section…
   a. Are my sources in alphabetical order?
   b. Are last names of authors spelled correctly?
   c. Are dois included?
   d. Are issue numbers only listed of paginated journals?

9. Do I have a letter of support from a faculty sponsor which states the following: (a) the work was completed primarily by the student author, (b) the work has been reviewed and critiqued by the faculty sponsor, (c) the work adhered to APA ethical guidelines, and (d) the role of the faculty sponsor is clearly articulated (e.g., did the faculty sponsor serve only as a sponsor or as a sponsor and author)?

10. Did I include a letter to the managing editor?

11. Did my letter to the managing editor explain how I meet the submission requirements of either:
   a. My institution is listed on the JPI website as financially supporting JPI through Great Plains, PERK or Independently.
   b. My institution is willing to financially support JPI for 12 months for $80. This gives the university an unlimited number of student submissions during this time period.
   c. I am willing to pay a $30 processing fee and submit one manuscript. The processing fee does not guarantee acceptance, only consideration for publication.