# Manuscript Preparation and Submission Quick Reference Checklist

A supplement to the “Preparing Your Manuscript” online tutorial.

## Document Setup

- **Create a basic document file before attempting to format.**
- **Complete all edits and revisions within this file.**
- **Start by inserting page and section breaks for entire manuscript.**
- **Assign page numbers in upper right corner or bottom center.**
- **Use lower case Roman numerals (i, ii, iii) for front matter.**
- **Use Arabic numerals (1, 2, 3) for body text.**

## Margins, Font, and Spacing

- **Set left margin to 1.5 inch and top, right, and bottom to 1 inch.**
- **Use a professional quality, 12-point font for text.**
- **Use up to 14-point font size for headings.**
- **Double-space manuscript (1.5 spaces with committee approval).**
- **Space references and quotations according to publication style.**

## Front Matter

- **List current degree after previous degree(s) on abstract page.**
- **Download approval and title page templates from graduate studies website.**
- **Copy edited approval and title pages to main document file.**
- **Ensure approval page appears as page i and title page as page ii.**
- **Copy and paste remaining pages of front matter in section 1.**

## Common Problems

- **Make sure formatting of front matter meets all requirements.**
- **Make sure margins and page numbers are correct and consistent.**
- **Format landscape-oriented figures and tables consistently.**
- **Check table of contents against the body text for consistency.**
- **Provide all the appropriate completed forms with manuscript.**

## Manuscript Submission

- **Convert manuscript to single electronic file in PDF format.**
- **Review the PDF file for correctness (pagination and format).**
- **Submit completed manuscript forms.**
- **Upload manuscript to the UNM Digital Repository (Plan I, MFA, PhD, and EdD).**
- **Upload manuscript to Proquest (PhD).**