

1 Checklist for Submission (Title)
2 Senior X Author PDQ, Junior Y Author RSVP
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4 *Heading 1 Should Look Like This*

5 *Heading 2 Should Look Like This*

6 *Heading 3 Should Look Like This*

7 This is a template you can use to format your document in MS-Word. It has a modified
8 style defining each element. The styles set in this document are as required by JABT.

9 Articles must be submitted via email to the Managing Editor, James O'Heare. The author
10 should include separately a cover letter and the article as well as any letters of permission
11 required for extensive quotes (500 words or more), borrowed tables, figures or illustrations etc.

12 The cover letter should include the following information:

- 13 • Title of article
- 14 • Full name of author with appropriate credential letters after name. (Author's
15 names should be read first name, middle initial(s) and last name, followed by any
16 credential letters as appropriate. Level of authorship should be reflected in the
17 order of the names in the manuscript, ranked from primary to lesser authorships in
18 descending order. Identify the corresponding author with address and email
19 address below affiliations.)
- 20 • Institutional affiliation if any
- 21 • Phone number with area code
- 22 • Email address
- 23 • Mailing address
- 24 • Abstract (if research article)
- 25 • The article itself should not contain the author's identity.

26 The following is a check list to review each element of your manuscripts format:

- 27 • Submit in .doc or .docx format, or where necessary .rtf format.
- 28 • All manuscripts should be single spaced, left aligned.
- 29 • Use continuously numbered lines where available (available in Word).
- 30 • Use Times or Times New Roman font at 12 point size throughout.
- 31 • 1-inch margins on all sides.
- 32 • Page numbering should be included in the bottom footer centered.
- 33 • Indent each new paragraph 1/2 inch.
- 34 • Use only single spaces between sentences.
- 35 • First level headings should be capitals for first letter of each main word and
36 centered. Title should be treated as a first level heading.
- 37 • Second level headings should be capitals for first letter of each main word,
38 centered and italicized.
- 39 • Third level headings should be capitals for first letter of each main word, align
40 left and italicized.
- 41 • Try to keep headings concise with as few levels as is required.
- 42 • List of references cited should be in accordance with APA style guidelines.
- 43 • Research article: Abstract should be less than 250 words and should outline the
44 purpose, the major findings and a statement of the main conclusion.

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- Research article: In “methods” section include information on how ethical considerations were taken into account and managed where there may be any question as to whether animals may have been put in harms way.
 - Insert figures and tables where they are to appear in the final article as published.
 - Ensure legends to figures or tables include all necessary information to understand them.
 - Avoid footnotes.