

PLEASE READ THROUGH THE CHECKLIST

Thank you for your submission to the APPI eJournal. Whether you are a new contributor or a veteran, please read through the checklist to ensure that you send everything needed with your submission.

It takes (many) hours to proofread and chase authors for changes. We want to help make sure that things go through as smoothly as possible.

1. Please refer to the Guidelines ... <https://newmind.aflip.in/eJournal-guidelines> (even if you have been a frequent contributor).
2. Submissions should be sent in WORD, or Google Doc. We cannot accept PDF versions.
3. If you write a note to the editors, please make sure that it is clearly indicated in red or highlighted so that it is not confused with the body of text of the article.
4. You may place a copy of the images you wish to include within the body of the text in the document (which helps us know about placement) ... **however** —
5. All images must be sent in separately in a good quality format (such as JPEG). *We cannot use the images directly from the word document as they lose all resolution when copied.* If you do not do this, your images may not appear in the final version.
6. Avoid complicated items that need complete redesigning (including complex tables). Create an image and include it in the contents you send.
7. Please try to use APA formatting for your references whenever possible and check they are all correctly formatted! If you do not, we will have to send them back and ask you to correct them.
8. Each submission should include your picture — even when we may have used it before, if you do not, we would have to trawl through previous editions to find your picture again, which is time consuming and delays the publication of the eJournal. If you cannot find a decent picture ... please read the **guidelines** for help!

Thanks :)

*Judite Neil
e Maria Isabel*

