**Failure Submissions – Manuscript Submission Checklist**

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3. Images, Figures, Tables: page 4

4. Blinding your Submission: page 5

If you have any questions at any time with formatting or submitting a manuscript, please email hypothesisj@protonmail.com.

**Title Page Guidelines**

**Title – Bolded, Arial 14pt, Sentence case**

Author Information – use Arial 12 pt font throughout and structure it as follows:

Author name, Degree/s, Pronouns (optional)

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**Document Style Guide**

**Structured Abstract (200 words)**

* **Objectives:**
* **Methods:**
* **Results:**
* **Lessons Learned:**

**Manuscript Formatting**

* Use Arial Font and 12pt text size.
* Text should be double-spaced.
* Headers/sections within manuscript should use *Sentence case* and be **bolded**.
* The manuscript itself should elaborate on ideas or themes mentioned in the structured abstract.

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No restrictions exist for numbers or type of figures, charts, tables, or illustrations to include with a submission. Image, figures, and illustration files must be saved as *PNG* or *TIFF* and uploaded as separate documents.

The Production Editor and Editor reserve the right to create Appendixes for oversized images, figures, etc, which will not fit in the standard letter size sheet of paper (8.5 inch or 21.59 cm by 11 inch or 27.94 cm).

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	+ *If placement is not indicated, Copy Editors or Production Editors will do their best to have authors review it pre-publication.*

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* Clearly Indicate placement within the document (e.g., Appendix X)
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* Use superscripts to denote in-text citations. The placement of superscripts should follow the terminal punctuation (e.g., periods, commas, closed quotation marks, exclamation points).
	+ **Ex.** Blooming flowers mark the official start of Spring.1
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