

Author's Paper Formatting Checklist

If you use the Style Template provided, your paper will be much quicker and easier to produce. The Author's Guidelines and Sample Paper are provided to assist you – please refer to these. You can find these documents here, http://www.acg.uwa.edu.au/publications/authors_corner

- [] **Page setup** – A4; margins: T/B: 2.5 cm, L/R: 2 cm; Header/Footer: 1.25 cm.
- [] **Language** – English (Australia).
- [] **Spelling** – use the spell checker.
- [] **Images and Figures** – MUST be in B&W/greyscale. Check they are legible (print and check) and no reference to colours within captions or text.
- [] **References** – check formatting and check for missing details (refer to Author's Guidelines).
- [] **Reference citing** – ensure all your references are listed in-text and vice versa.
- [] **Spacing** – refer to Style Template.
 - author's affiliations: double space between name and affiliation, no job titles, no cities – country only
 - author's name: spacing and full stops in initials (refer to Sample Paper).
- [] **Headings** – check your headings are numbered and formatted correctly (refer to Author's Guidelines)
 - formatting: all sentence case, left aligned.
- [] **Abbreviations** – spell out in full at first instance of use.
- [] **Equations** – numbered and aligned correctly?
- [] **Figure and Table captions** – numbered and formatted correctly?
- [] **Tables** – centred on page; not split across pages (refer to Sample Paper/Author's Guidelines).
- [] **Word check** – et al. (not: *et al*); in situ (not: in-situ, insitu); replace most “iz” with “is” (not: size, etc.).
- [] **Reformatted font styles** – check your symbols after formatting – particularly super and subscripting and roman or math symbols.
- [] **Full stops** – check for missing full stops at the end of paragraphs and references.
- [] **Page numbers** – please keep your paper to under 14 pages.

Should you have any queries, please contact the ACG.