

Editor's Checklist

Guidelines	Done	To Do
<b>FORMATTING</b>		
Style Guide: BPS House Style and APA formatting		
Font: Times New Roman 12 pt.		
Margins: Default Setting (Normal) ie 2.54cm for all		
Line Spacing: Single		
Text: Justified		
First Paragraph of a Section: No Indent		
All Other Paragraphs: Indent		
Article Type: <b>Bold</b>		
Title of Paper: <b>Bold</b>		
Section Headings: <b>Bold</b>		
Sub-section Headings: <i>Italicise</i>		
Abstract: <i>Italicise</i>		
<b>QUOTATIONS</b>		
Introduce fully.		
Use '...' throughout.		
Quotes or Poem/Chapter Titles within Quotes: Use "...".		
If you are leaving out a part in the middle of your quote, use [...]. E. g.: 'The man was blue [...] and old.'		
Quotes of More than 40 Words: <ul style="list-style-type: none"> <li>• Display as a block indent (1cm from each margin).</li> <li>• Leave a line space above and below.</li> </ul>		
Always use original spellings. Add [sic] if applicable.		
Use / to indicate a line-break in a poem.		
<b>REFERENCE LIST</b>		
Style Guide: APA Referencing		
List <b>all</b> author names, no matter how many there are.		
<b>SUBMISSION</b>		
Article Type: ie Reflective Piece, Book Review etc		
Title		
Reference List		
Maximum Word Count: 2000 (Main Text)		
Maximum References: 15		
Page Numbers		
Authors contact details and institutional affiliation		
<b>GENERAL COMMENTS</b>		