

PRESUBMISSION CHECKLIST for ARTICLES
Author Guidelines

Updated 10 November 2025

Before submitting the article, please ensure the following requirements have been met:

- Content is not AI generated
- **Formatting of the Word document**
 - 11 pt Calibri
 - Paragraphs set flush left (no paragraph indent)
 - Single line between paragraphs
 - No extra spacing after paragraphs
 - **No Headers, Footers, Endnotes, or Footnotes; no company/organization logos**
- Article is at least 3,200 words (including references, but excluding tables)
- Title – no longer than 80 characters, including spaces
- Byline – FirstName LastName, degrees and certifications (lead author listed first)
- Abstract, a brief summary of the article, including a sentence beginning with, “This article discusses/examines/presents ...” – 75-80 words
- Keywords or phrases – 3-5, in alphabetic order, all lowercased, except for proper nouns
- Introduction to article includes topic background/context and purpose of article
- Text citations – superscripted Arabic numbers, increasing numerical order, *after* punctuation marks
- Tables – heading, notes, abbreviation list, source (if applicable), first in-text mention in bold
- Figures – heading, legend, abbreviation list, source (if applicable), first in-text mention in bold
- Level 1 subheads – **bold typeface**
- Level 2 subheads – **bold, italic typeface**
- Bulleted lists (not numbered)
- Abbreviations list in alphabetical order – after article body text, before author bios
- Brief bio for each author – no more than 100 words. Bios should be in alphabetic order by last name and should include the author’s name and degrees; current job title; years of regulatory experience; area(s) of specialty/expertise; degree(s)/qualifications and conferring institution(s), RAC and/or RCC holder and/or RAPS member and/or FRAPS; contact email.
- Corresponding Author – state clearly which author is the Corresponding Author and provide their email. Ghostwriters or marketing/communications staff should not be assigned as corresponding authors.
- Headshot of each author – recent, good quality, hi-res headshot; in color; at least 150 dpi, or about 600 x 750 pixels; not close-cropped
- References are complete, as per the Author Guidelines. Articles not following the guidelines will not be sent out for review and will be returned to author(s) for reformatting.
- Reference URLs must be accompanied by publish/update/revise and access dates
- URLs – do they go to the correct source?

Thank you