|  |
| --- |
|[x]  **Requirement** |
|[ ]  The author must use the UFJUR template and adhere to the APA format.* All citations must be complete in text and in the bibliography. All copyrighted issues must be settled.
 |
|[ ]  The author must subscribe to the standards on AI (‘Entity’) usage as prescribed in the [Student Honor Code and Student Conduct Code](https://policy.ufl.edu/regulation/4-040/) |
|[ ]  The author must submit article in Word as a .doc or .docx |
|[ ]  Use 3rd person when writing the article. |
|[ ]  Papers should be between 1500 and 4000 words, *including* references and abstract. There is no limit on the number of figures and tables in a paper, though their placement and quality must conform to UF JUR guidelines. |
|[ ]  Graphics, including figures and tables, should appear within the manuscript rather than at the end. All graphics, including figures and tables must be in JPEG format; 300 DPI; maximum 1000 pixels wide x 2600 pixels high. Captions with credits must be included for each figure, and all tables labeled.  |
|[ ]  The author has removed any identifying information in the paper.* Do not include your name or that of any authors or faculty mentor on the article submission. This includes acknowledgement sections.
* Ignore header area, this will be added during copy-editing
 |
|[ ]  Faculty Mentor Approval Form is completed by the faculty/mentor.* This form is uploaded in the 'Other" field when submitting your research article. Note: The faculty's department information is required. Be sure the boxes must be checked.
 |
|[ ]  If submitting to another journal, verify the journal will accept a submission already published in UF JUR.* If your work is previously published, you must notify the UFJUR prior to submission.
 |
|[ ]  **Failure to follow all author submission guidelines will result in the article being declined.** |
|[ ]  If the article is accepted, the author must adhere to the deadline for revisions. The editor has the final approval of all articles. |

**Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission’s compliance with all the following items, and submissions may be returned to authors that do not adhere to these guidelines.