

Checklist for Essay Submission and Resubmission

Instructions: Complete and save. Change the file label using your last name, submission type (sub or resub), and submission date; e.g., Doe_resub_07-01-26.pdf. Upload to Scholastica when the manuscript is submitted.

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Submission date

This checklist is for a (check one)

Submission

Resubmission

Before peer review

After peer review

Title of no more than 45 characters and spaces

Subtitle of no more than 90 characters and spaces

Author information (use Notes for additional authors)

Corresponding (lead) author

Name as is should appear in print

Academic institution

Academic title

Email address

Personal phone number

Department phone number

Shipping address

Bio statement of up to 80 words

Coauthor

Name as is should appear in print

Academic institution

Academic title

Email address

Personal phone number

Department phone number

Shipping address

Bio statement of up to 80 words

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Manuscript components

Word count

Comprises the total number of words in text, notes, and references, plus the word equivalent of illustrations (figures and tables). Add 225 words for a half-page figure or table; add 450 words for a full-page figure or table.

Number of figures

Photographs, charts (graphs), other types of line art. Upload each as a separate JPEG or TIF file.

Number of tables

Upload each as a separate MS Word file.

Affirmations

Manuscript file

I acknowledge that my manuscript may be returned for revision if:

1. The length requirement has not been met.
2. *Aztlán's* author-date citation system has not been followed.
3. Callouts and captions are not correctly placed and alt text has not been included.

Image files

I acknowledge that all illustrations meet the minimum requirements for size and resolution.

Permission letters

I acknowledge that, if applicable, all letters of permission must be received by *Aztlán* staff before the essay will be scheduled for publication.

Original authorship

I confirm that this is the author(s) original work and that the manuscript has neither been published nor is under consideration for publication elsewhere in either print or electronic format.

Copyright ownership

I confirm that the copyright for this essay is held solely by myself and my co-authors, if any.

Author agreement

I acknowledge that if my manuscript is accepted for publication, I must sign the *Aztlán* Exclusive Author Agreement, which transfers copyright to The University of California Regents.

For a resubmission only

I confirm that I have uploaded a revision statement (as a separate MS Word file) that explains how I addressed each of the reviewers' comments.

Notes