Task Analysis Checklists and Notes

Instructions for General Manuscript Preparation

▪ Number of pages or words: _____ minimum    _____ maximum

▪ Information to include on title page: __________________________

▪ Margin width:      ____

▪ Line spacing:      ____

▪ Page numbering
  - Placement:       ☐ Top of page ☐ Bottom of page
  - Alignment:       ☐ Right ☐ Left ☐ Center
  - Number first page?  ☐ Yes ☐ No

▪ Font typeface: _________

▪ Font size: _______

Instructions for Preparing Tables and Figures

▪ Tables
  - Placement: ☐ Integrated into the text ☐ On separate pages at the end of the text
  - Placement of table title: ☐ Above table ☐ Below table
  - Use gridlines for table cells: ☐ Yes ☐ No
  - Other instructions for tables: __________________________

Writing in the Life Sciences: A Critical Thinking Approach
Figures

- Placement: □ Integrated into the text □ On separate pages at the end of the text

- Placement of figure captions: □ Above figure □ Below figure

- Use of color for lines and columns of graphs: □ Yes □ No

- Suggested aspect ratio of graphs (height/width of axis lines): _____________

- Other instructions for figures: ____________________________________________

________________________________________________________________________

Instructions for Documenting Sources

- Number of required citations: ______

- Required citation format: □ American Psychological Association □ American Physiological Society □ Council of Science Editors □ Other: ______________________________

________________________________________________________________________

Instructions for Submitting Manuscripts

- Binding: □ Unbound □ Stapled □ Paper clipped

- Number of copies to submit: ______

- Submit electronic copy to: ____________________________ (e-mail address)
• Deadlines

- Draft 1: _________ (date) at _________ (time)
- Draft 2: _________ (date) at _________ (time)
- Final Paper: _________ (date) at _________ (time)

______________________________

Evaluation Criteria

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________