Electronic submission of final manuscript is preferred. There is no need to send a hard copy of the document. After completing the tasks detailed in the checklist below, please email the final manuscript to acpq@stthomas.edu. Authors unable to email a final version should mail a disc labeled with the title of the document and the program used. Discs must be IBM compatible; please do not use Mac discs. Mail the disc to the following address:

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Checklist for Preparing Final Manuscript

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Article Title: The Title of the Article

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☐ Check Font and Font Size: Use only one font and font size throughout document (including footnotes, headings, title, abstract, and block quotations), preferably 12 point Times New Roman. If you use a unique font (for example, a font for Greek), include the font information in your cover email. ACPQ may not have access to all fonts.

☐ Minimize Use of Bold and Italics: Minimize the use of italics and avoid the use of bold characters. Only foreign words should be italicized consistently.

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☐ Text from Other Sources—Ensure All Quotation Marks Conform to House Style: House style mandates the use of double quotation marks for all quotations from other sources, with single quotations used exclusively for the second level of quotation. We follow American practice for punctuation at the end of quotations; thus, all punctuation precedes the closing quotation marks, with the exception of colon, semicolon, and question mark (unless the latter is part of the quotation).
- **Remove Extra Spaces**: Use only one single hard space after any and all punctuation; do not use two spaces at the end of a sentence. Search for and remove all double-spaces in the document, as well as any extra spaces between words, sentences, paragraphs, or around EM dashes. Also remove stray tabs, undesired line breaks, errant font notations, or anything else that may alter how the text looks when printed. Hard returns (the equivalent of a typewriter’s carriage return) and tabs should never be used within a sentence or paragraph. Use hard returns only to end paragraphs, block quotations, titles, and headings.

- **Hyphens**: Never insert hyphens manually at the end of lines.

- **Check Formatting of EM and EN Dashes**: Long dashes (in typesetting jargon EM dashes)—like these—should be used to set off phrases. There should be no space on either side of the EM dash. Between all numbers use EN dashes by entering CTRL + the character “dash” on the number keypad. In the alternative, select “Insert,” “Symbol,” “Special Character,” and choose “Em dash” or “En dash” from the list. If you are unable to enter EN or EM dashes, type EN dashes as single hyphens and EM dashes as two hyphens with no space on either side. Example: When using EM dashes—like the dashes around this phrase—remove all spaces between the EM dash and the words around it. When using EN dashes, such as in date ranges (i.e., 1–36), remove all spaces between the EN dash and the numbers around it.

- **Ensure All Ellipses Are Entered Correctly**: Ellipses should be generated in MS Word by means of the command CTRL/Alt + the character “period.” In the alternative, select “Insert,” “Symbol,” “Special Character,” and choose “Ellipsis” from the list. Ellipses should NOT be entered as three periods separated by spaces.

- **Format Headings According to House Style**: You may divide the article into sections using roman numerals. The roman numeral is centered on a line by itself. The text of the section heading follows as the indented, italicized first phrase or first sentence of the first paragraph under the section. The heading text is capitalized according to *Chicago Manual of Style* headline standards. The heading is followed by a period. No further demarcation of sub-sections is permitted. Example:

  I.

  *Section Heading is Indented, Italicized, and Capitalized.* The content of the paragraph follows. Please see a recent issue of the journal for additional examples.

- **Insert Affiliation and Location Information at End of Document**: After the last paragraph of the manuscript, insert your institutional affiliation followed by the location of your institution. If you are not affiliated with an institution, insert only city/state/country information. The affiliation information should be italicized and flush left. Example:

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- **Convert Lists of Works Cited, Bibliographies, Parenthetical References, or Endnotes to Footnotes**: All bibliographical references must be in footnotes. Please convert any lists of Works Cited, bibliographies, parenthetical references, or endnotes into footnotes formatted according to house style. Please make sure that the bibliographical details in your footnotes are complete.

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Double Check Numbering of Notes: Be sure that all superscripted note numbers are in correct order.

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Books and Monographs Example:

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1 Aquinas, ST I-II, q. 1, a. 2, ad3.

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Pictures and Diagrams: The ACPQ does not generally print pictures or diagrams. Exceptions are sometimes permitted in cases where a diagram is essential to the clarity of the presentation.

Spell Check: Spell-check the final, formatted draft of the manuscript.

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