

Author Formatting Checklist

Journal of Applied Research in Memory and Cognition



Thank you for submitting your manuscript to JARMAC! To prevent processing delays, please use this checklist to help ensure that your submission files meet the journal's formatting requirements. Please consult [Guide for Authors](#) for further details of any item.

[] **Topic:** Your manuscript focuses on a memory and/or cognition topic, and has a clearly defined applied angle.

[] **Structure:** Your manuscript is compiled in the following order: title page; abstract; keywords; general audience summary, main text introduction, method, results, discussion; author contributions; acknowledgments; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list). Tables and figures can also be placed next to the relevant text in the manuscript.

[] **Word Count:** On the title page, include a word count for your manuscript. Introduction and Discussion contain no more than 2,200 words combined for single-study reports and 3000 words for multiple studies (counting the introduction and discussion of each study).

[] **Font:** Use an acceptable font (e.g., 12-point Times New Roman, 11-point Calibri, Arial, or Georgia) with double-line spacing.

[] **Margins** is set at 2.5cm (1 inch).

[] **Headings:** Format the section headings in your manuscript as follows:

Paper Title (Bold, Centered, Title Case)	
Text begins here.	
First Level Heading (Bold, Centered, Title Case)	
Text begins here.	
Second Level Heading (Bold, Flush Left, Title Case)	
Text begins here.	
Third Level Heading (Bold Italic, Flush Left, Title Case)	
Text begins here.	
Fourth Level Heading (Bold, Indented, Title Case, End With a Period.)	Text continues here.
Fifth Level Heading (Bold Italic, Indented, Title Case, End With a Period.)	Text continues here.

[] **Title Page:** Use bold and title case capitalization for your manuscript title. All names are accurately spelled. Present the authors' affiliations. Indicate all affiliations with a lower-

case superscript letter immediately after the author's name and in front of the appropriate address. Use an asterisk to indicate who is the corresponding author. Include the word count.

[] **Abstract:** Provide a concise and factual abstract that contains 150 words or fewer.

[] **Keywords:** Provide a maximum of 6 keywords immediately after the abstract.

[] **General Audience Summary:** Provide a summary of the research that can be understood by the general audience and contains 300 words or fewer. The GAS should not repeat the Abstract.

[] **Introduction:** Begin the first page of the main text with the title of the manuscript, not the word "Introduction." Subsections inside the introduction take Level-2 headings.

[] **Method and Results:** Report data exclusions and the method of determining sample size. Include exact p values for statistical tests, measures of effect size, and confidence intervals when appropriate.

Avoid excessive use of tables and figures. Place nonessential material in "**Supplementary Material.**"

[] **Tables and Figures:** All tables (including title, description, footnotes) and figures (with captions) are included in the manuscript, either next to the relevant text in the manuscript or on separate page(s) at the end. Tables should be editable text. All tables and figures (including the text in figures) are clear and legible. All tables and figures are cited in numeric order within the main text.

[] **Author Contributions:** Submitting authors will be asked to identify the contributions of all authors at initial submission according to the [CRediT taxonomy](#). If the manuscript is accepted for publication, the CRediT designations will be published as an Author Contributions Statement in the author note of the final article.

[] **Open Science and Transparency:** Indicate whether data, analytic methods, and study materials will be made available to other researchers. If the author(s) will apply for Open Science Badges, fill out and include a [signed badge disclosure form](#) as supplemental material.

[] **References:** All references mentioned in the Reference list are cited in the text, and vice versa. References are in the [correct format for this journal](#).

[] **Final Check:** Manuscript is "spellchecked," "grammar-checked," and checked for use of APA Style 7th edition guidelines for statistical style, numerical style, and citation style. [APA Style and Grammar Guidelines for the 7th edition](#) are available.