

# POMA Initial Quality Checklist for Submitted Manuscripts

Updated 2022

## 1. Author Submission Information

- Author list is complete and any deletions are described in the author comments
- Check author information—must include addresses, institution, and emails as in conference metadata
- Verify author first and last names have not been transposed

## 2. Title

- Capitalize first word only—except for proper nouns or first word after a colon, or if the name of a special session
- No acronyms or symbols (exceptions are acoustics terms where acronym is better known, e.g., MRI, SONAR)
- No personal pronouns
- 17 words or less
- Short title is 10 words or less
- Check grammar and spelling
- No use of words such as “new” or “novel”

## 3. Abstract

- Conclusion or key result described in the abstract
- No use of words such as “new” or “novel”
- No unexplained acronyms or symbols
- Single paragraph
- Personal pronouns are used sparingly
- Check spelling and grammar
- No square-bracketed acknowledgments in abstract [e.g, Work supported by...]

## 4. Article File

- PDF file of appropriate length – 12 page maximum (13 including cover page)
- Formatting looks professional/ASA worthy
- No page numbering and no other headers/footers
- Pages are Letter size (8.5x11 inches) and in portrait orientation. Landscape orientation may be used for individual pages for figures/diagrams that require it
- Begins with the Introduction section (no title, author information)
- Check that overall spelling and grammar is accurate
- No commercialization
- Sufficient text to accompany figures (more than annotated slides)
- If slides are used as figures, logos and backgrounds have been removed (look like figures in a professional paper, not pasted slides)
- Figures should be embedded (rather than grouped at the end) and are clear and readable
- Figures have captions

## 5. References

- Includes a separate, titled reference section at the end (so Google Scholar can find them)
- References are complete (authors, title, source, publishers name and location, dates, page numbers)

## 6. Borrowed Material

- Any borrowed material must appropriately credit and reference the original source
- Author(s) must provide permission documentation for any borrowed copyrighted material before an article (if accepted) can be published