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**Formal evaluation of original manuscripts**

Intended for the Editorial Staff, in order to verify that the original manuscript conforms to the journal’s formal characteristics.

Issue:

Title:

1. Is the word count between 5,500 and 7,000 words? Yes No

1. Does it conform to the publication’s format? Yes No

1. Is the summary presented in the IMRYD format? Yes No

1. Does the word count of the summary conform to publication guidelines (250 – 300 words)?

Yes No

1. Are the title, keywords and summary properly translated? Yes No

1. Are the bibliographical references in the text cited properly? Yes No

1. Are charts, graphs and images used appropriately within the text? Yes No

1. Are the notes (footnotes) organized properly? Yes No

1. Are the keywords taken from the ERIC Thesaurus? Yes No

1. Is there a maximum of 6 keywords? Yes No

**11.** Do they conform to the APA guidelines? Yes No

1. Of the references cited in the text, do at least 30% of them date from the last four years? Yes No

1. Has this work been published anywhere else, in any format? Yes No. If affirmative, indicate: Wholly Partially

1. Is the article’s subject/approach in keeping with the requirements of the publication’s editorial line? Yes No

1. Are the author/s’ academic and professional profile/s included (between 50 and 75 words) ? Yes No

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