

Title of manuscript

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Text:

- Manuscript has been reviewed as defined by my tenure department's guidelines.
- Manuscript is in Microsoft Word.
- Style is consistent throughout.
 - Chicago Manual of Style (preferred)
 - Other style: _____
- All hyperlinks have been tested.
- Appropriate and complete references and citations are included.
- A separate list of all captions and credits is provided.

Figures:

- All figures are included as **separate files** in JPEG format; 300 DPI; maximum 1000 pixels wide x 2600 pixels high for single column; and maximum 1800 pixels wide x 2600 pixels high for double column. (Do not embed figures in the Word manuscript.)
- All copyright issues are settled.
- All necessary permissions are included.
- Caption with credits are included for each figure.
- Figure callouts appear in the text. For an example, see <http://edis.ifas.ufl.edu/faq/pubfaq.html>.

Tables:

- Tables are included in the Microsoft Word file.
- Complex tables have been created in Microsoft Excel.
- Table callouts have been included in the text.

Metadata

DLN (if known):

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Keywords (three to five):

Series title (if applicable):

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Publication history

- New project
- Existing project (original date: _____)
 - Minor revision*
 - Major revision*

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- Academic General public
- Industry/commercial Spanish speaking
- Other:

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