**General Layout Considerations**

* you included full postal addresses for all the authors
* you included statement of the conflict of interest and funding
* you used JLA template to format your submission
* you provided the layout editor with jpg files of the Figures or any other images that your submission includes
* your submission is cleaned up from any additional formatting – copyediting comments are accepted, any other mark-up is removed
* your images do not use colour excessively
* your tables follow the shading and borders as suggested by the APA standard
* all your references include a doi if they exist for that source. All LAK and JLA proceedings have doi, so do many government reports, and highly-cited older references. Note that book chapters in CS, AIED and Engineering also normally include a doi. It is a journal requirement that you include doi for the sources that have such identifiers
* the doi are listed as <http://dx.doi.org/XXXXXXXX>
* your reference are in the APA format and include all the information about the source required by the APA

**If you are using an MS Word Template, the following steps will be useful:**

You have downloaded a new JLA template.

You have removed an old JLA layout from your templates if you have used it in the past.

Search folders on your computer and delete the hard copy of the JLA\_Authors\_Template.dotx

Download the template jla18\_final.dotx and place it in the folder where you would like to have it in the future (moving it from the folder after setting MS Word may not be a good idea).

Delete old JLA styles from your document environment, if you had attached that template in the past

* + on a PC: <https://support.office.com/en-us/article/load-or-unload-a-template-or-add-in-program-2479fe53-f849-4394-88bb-2a6e2a39479d#bm2>
  + on a Mac:
    - Open MS Word document you are working in
    - Tools -> Templates and Add-Inns -> Attach -> Select jla18\_final.dotx file -> tick ‘Automatically update document styles’ -> Organizer (bottom left) -> your document shown in the left box -> Select highlighting old styles you need to delete from the document (they start with JLA\_ ) -> Delete (Yes to All selected) -> Close



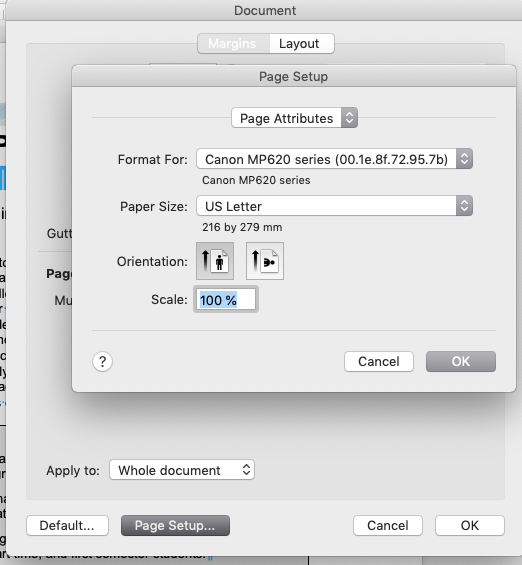
* + Please make sure that any style you will be using has JLA18 within it (i.e. JLA 18 Body, not JLA Body). If you still see the names of the old styles (JLA Body, or JLA References) – you have not removed the old template properly, and those are the styles from the old layout.

Prior to applying the styles within the template, please check that the following specifications for page size, header and footer in your formatted document:

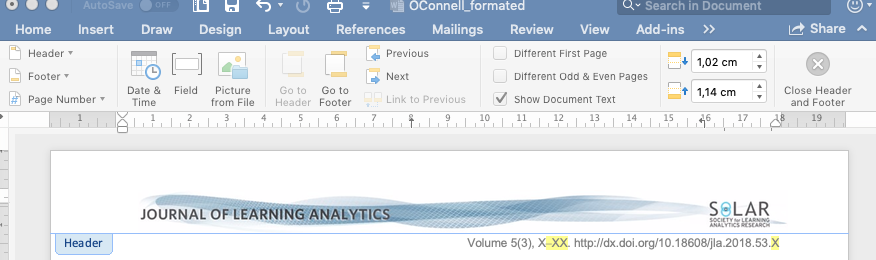
1. Document Set Up
   * (Top: 2.22 cm; Bottom: 1.48 cm, Left: 1.8 cm, Right: 1.73 cm, Gutter 0cm, Gutter position: Left)

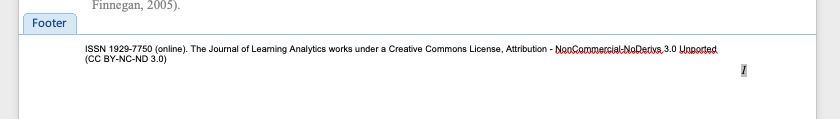


1. Page Set Up
   * (US Letter)



1. Header and Footer
   * (Header/Footer: 1.02 cm (from the top), 1.14 cm (from the bottom).





Please apply the rest of the template as per included example. You can copy the Notes for Practice/Keywords textbox applicable for the research papers, or Keywords textbox applicable for other types of submissions from the example document Style Sheet Example.docx

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Layout editor will reach out to you for the final confirmation of the galley 7-14 days prior to the issue release.