

Submission Checklist

Manuscript and Documents

- ☐ Cover letter included
- ☐ Manuscript file submitted in **Microsoft Word format (.doc or .docx) only**
- ☐ Manuscript includes text, tables, and figures in a single file
- ☐ Abstract included (where applicable)
- ☐ 3–5 keywords included

Cover Letter

- ☐ Full names of all authors listed
- ☐ Institutional affiliations of all authors included
- ☐ Corresponding author clearly identified
- ☐ Corresponding author's email and contact number provided
- ☐ Statement confirming manuscript is original and not under consideration elsewhere
- ☐ Disclosure of preprint or prior presentation (if applicable)

Author Information

- ☐ Full names and affiliations of all authors provided
- ☐ Corresponding author details complete
- ☐ ORCID iD provided for corresponding author (recommended)
- ☐ ORCID iDs provided for all authors (if available)

Declarations (included in manuscript before references)

Conflict of Interest

- ☐ Statement included (or “The authors declare no conflict of interest”)

Funding

- ☐ Funding disclosure included (or “No external funding was received for this work”)

Ethics Statement (Concise)

- ☐ Ethics statement included in **1–2 lines**, mentioning:
 - Ethics approval (if applicable)
 - Informed consent obtained

Generative AI Use

- ☐ AI use disclosure included (if applicable)

Manuscript Quality and Formatting

- ☐ Manuscript written in clear, grammatically correct English
- ☐ Font: Times New Roman, 12 pt
- ☐ Line spacing: Double-spaced
- ☐ Tables and figures are numbered and placed appropriately
- ☐ All abbreviations defined at first use
- ☐ SI units used where applicable

References and Citations (AMA Style)

- ☐ References follow **AMA (11th edition)** style
- ☐ In-text citations are superscript numerals
- ☐ References are numbered in order of appearance
- ☐ All cited references appear in the reference list and vice versa
- ☐ Journal names abbreviated as per standard indexing (e.g., PubMed)
- ☐ For more than 6 authors, list first 3 followed by “et al.”
- ☐ Citation ranges use an en dash (–), not a hyphen
- ☐ Superscripts placed after punctuation
- ☐ Web references include URL and access date

Permissions

- ☐ Permission obtained for any previously published material (if applicable)

Final Check

- ☐ All required documents are uploaded to <https://digitalshowcase.lynchburg.edu/cgi/editor.cgi?context=jipa> and emailed to editorinchiefjipa@gmail.com, with CC to coecjipa@gmail.com and arockiagrazy@gmail.com.
- ☐ Email subject line includes article type and corresponding author name

Note

Submissions that do not meet these requirements may be returned prior to peer review.