

## Preparing the Final Version of Your Accepted Manuscript

**After your Associate Editor has made a Provisional Acceptance decision, the manuscript moves to the Editor-in-Chief.**

1. The EIC will review your manuscript for any last changes and may contact you about minor changes. These are normally editorial in nature and are designed to speed up the typesetting/copyediting process.
2. Prepare the final version of your manuscript as an MS Word or RTF document.
3. **Headings and Sections**  
Please use only three levels of headings. Use bold- face for all three. *Main headings* (all capital letters; centered) are first. *Second-level headings* (title-style letters; flush left) are next. *Third-level headings* (first letter of first word capitalized; indented; italicized; and run into paragraph) are next. Do not number section headings. Don't skip steps: no second-level headings before you use a first-level heading, for instance. Use second- and third-level headings in sets of two or more.
4. Check to be certain the final version of the manuscript is:
  - Prepared in accordance with the latest edition of the APA Publication Manual; [see here](#) for more details on the APA referencing style, as well as an [APA style guide](#) (with examples).
  - References must include the DOI (if available) and the DOI must be hyperlinked.
  - Formatted with page numbers.
5. Prepare a Title Page that contains the following information:
  - Title of manuscript, all author name(s), affiliation, address, telephone number, and e-mail address for each contributing author. Please identify the corresponding author.
  - Acknowledgments (optional)
  - An abstract of 150 words that provides a brief, comprehensive summary of the article's contents (keep details to a minimum) as well as a good idea of the benefits to be gained from reading the article. A good rule of thumb is to include key information about each major outcome or finding in your article. Please remember that with computerized abstracting services, a large audience can access your abstract. Thus, a well-written abstract can stimulate reader interest and "sell" your article.
  - 5–7 keywords for database searches (including three from the JMSR required list) that accurately and specifically describe the manuscript's primary topic(s). **KEYWORDS ARE CRITICAL** for finding your work in databases—choose them well!
  - If your article is part of a Special or Themed Issue, please see the instructions below.
6. Note the desired placement of tables and figures within the text but do not embed them in the text of the manuscript. Include them on separate pages following the text or as separate files. Label each of them in the sequence that they should appear in text and provide captions or titles.

7. Ensure that all figures are of high resolution (greater than or equal to 300 dpi). If you are submitting photographs, please provide jpeg or TIFF files. (Photographs lose resolution when embedded in Word documents and therefore, come out blurry in print.) If diagrams etc. have been created in PowerPoint, please include the PowerPoint file.
8. All Tables must be submitted as editable files in Word so the Production Editor can format them.
  - Please note that JMSR is only published online, so figures etc. may include colour.

### The use of generative AI in manuscripts

1. When using generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should only use these technologies to improve readability and language.
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#### *Disclosure instructions*

3. The use of generative AI and AI-assisted technologies in the writing process must be disclosed by adding a statement at the end of the manuscript before the References list. The statement should be placed in a new section entitled ‘Declaration of Generative AI and AI-assisted technologies in the writing process’.
  - Statement: The author(s) used [NAME TOOL / SERVICE] in order to [REASON]. The author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.
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1. On the Title Page, please add the appropriate acknowledgment:

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### Submitting the Final Version of Your Accepted Manuscript

1. Please send your final version of the manuscript and your copyright transfer to the Editor-in-Chief: [kathryn.pavlovich@waikato.ac.nz](mailto:kathryn.pavlovich@waikato.ac.nz)
2. Once we receive this final version you will no longer be able to make any changes. This version will go to print.
3. Please address all questions to the Editor-in-Chief at [kathryn.pavlovich@waikato.ac.nz](mailto:kathryn.pavlovich@waikato.ac.nz)

Thank you for your support of JMSR. We look forward to the publication of your manuscript.