

# Manuscript Submission Checklist

☑ Ensure the final manuscript complies with the journal’s Style Guidelines before editorial processing and typesetting.

1	<b>Language and Spelling</b>	Use <b>American English spelling</b> consistently throughout your manuscript.		
2	<b>Author Information</b>	<b>Author Names</b>	The naming format should be consistent throughout the manuscript, especially for authors from the same country.	
		<b>Affiliations</b>	Affiliations must clearly identify the institution where the work was conducted. Use the format “ <b>Department, University, City, Country</b> ” or “ <b>Institution, City, Country.</b> ”	
		<b>Email Addresses and Corresponding Author</b>	Provide <b>email addresses for all authors</b> . Clearly designate the <b>corresponding author</b> and indicate their email address.	
		<b>Author Biographies</b>	Provide a <b>brief biography</b> for each author, limited to <b>150 words</b> per author.	
		<b>ORCID IDs</b>	Provide <b>ORCID iDs</b> for all authors, if available.	
3	<b>Titles and Headings</b>	You may use up to three levels of headings/subtitles. Chapter titles are numbered, with the first-level title denoted as <b>1.</b> ; the second-level title as <b>1.2.</b> ; and the third-level title as <b>1.2.3.</b> Lower-level headings can utilize letters ( <b>A, B, C</b> ).		
4	<b>Figures and Tables</b>	<b>Citation and Placement</b>	<ul style="list-style-type: none"> <li>All figures, tables, and supplementary materials must be properly titled and explicitly cited in the main text. For example: “The data are shown in <b>Table 1.</b>” or “This case is depicted in <b>Figure 2.</b>” References may also be included parenthetically within a sentence, e.g., “The design of the UI primarily uses bright colors (<b>Figure 5</b>).”</li> <li>All citations of figures and tables should be followed by their placement, which should appear after the first citation, typically at the end of the corresponding paragraph.</li> </ul>	
		<b>Titles and Formatting</b>	<ul style="list-style-type: none"> <li>Do not abbreviate “Table” or “Figure” as “Tab.” or “Fig.”</li> <li>Titles of figures and tables should be concise and presented in <b>sentence case</b> (i.e., only the first word and proper nouns are capitalized), and should include attribution indicating who created, drew, or photographed the figure (e.g., “<b>Figure/Table by [Author Name]</b>”).</li> </ul> <p><b>For example:</b>  <u>Figure 2. Distribution of user interaction patterns in a mobile health application interface. Figure by Emily Carter.</u></p>	
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		<b>Language and Content in Figures</b>	Any text appearing within figures must be <b>translated into American English</b> if it relates to the content of the manuscript.	
		<b>File Preparation and Quality</b>	Submit figure files in the highest possible resolution. Avoid excessively large file sizes and remove any unnecessary elements, including excess blank space around figures. Ensure that figure files do not contain layers or transparent objects.	
		<b>File Naming Conventions</b>	Name artwork files sequentially as “Figure 1,” “Figure 2,” “Figure 3,” etc., according to their order of appearance in the text. For multi-part figures, label each part accordingly (e.g., “Figure 1(a),” “Figure 1(b)”).	

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			References should be numbered according to the order in which they first appear in the manuscript, with in-text citations following this sequence, and the final reference list arranged in the same numerical order. All citation numbers must be placed at the end of the relevant sentence, before the closing punctuation.  <b>For example:</b> <u>In the HCD framework, Designing for Aging (DfA) refers to approaches and methods applied in practices, such as assistive technological innovations for older people [7], age-friendly urban and architectural design [8], public and private products and services [9], and community-based social innovation [10].</u>	
			For non-English sources, authors must <b>indicate the original language</b> of the work in the reference list.	
		Journal and Conference Papers	Publications that have been formally published and assigned a DOI must include the complete DOI link beginning with “https://doi.org/”.  <b>For example:</b> <u>[1] Dittmar, Emily L., and Douglas W. Schemske. “Temporal Variation in Selection Influences Microgeographic Local Adaptation.” <i>American Naturalist</i> 202, no. 4 (2023): 471–485. <a href="https://doi.org/10.1086/725865">https://doi.org/10.1086/725865</a>.</u>	
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		<p><b>Theses and Dissertations</b></p>	<p>Follow the same citation requirements as for books. Include complete publication details, specify the exact page range cited, and clearly indicate the awarding institution, including the school or department.</p> <p><b>For example:</b>  [6] Blajer de la Garza, Yuna. "A House Is Not a Home: Citizenship and Belonging in Contemporary Democracies." PhD diss., University of Chicago, 2019, 146-150.</p>	
<p>Please submit the final manuscript in <b>Microsoft Word format</b> to facilitate editing and processing.</p>				

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