Author Self-Check Checklist
for Reports from the Field

IMPORTANT: If you don't know how to adhere to the formatting requirements, please find someone in your community who does. From now through final acceptance of your paper, you are responsible for each revision adhering to the formatting requirements, and any versions that do not comply will be returned to you for reformatting.

FILE NAMING

These numbers and dates are crucial for keeping track of the stage of revision and tracking which version is the latest version, so please pay attention to these for all subsequent revisions!

___ Report file named correctly: "CGT 2027 - Report - [Last name]" – Example: CGT 2027 - Report – Shields", if Shields is the first (or only) author's last name. (Please use spaces and hyphens as shown.)

___ Image files named: "CGT 2027 - Report - [Last name] - Image 1", etc. (numbered in order of appearance). Example: For a fourth image from an author named Shields, you would name the image file "CGT 2027 - Report - Shields - Image 4" and use the spaces and hyphens as shown in this example.

Please use spaces and hyphens as shown, to make the management of 60+ submissions easier on our end. Please do not upload your report using any other naming convention, and DO NOT include the title of the report in the filename.

BASIC FORMATTING

___ Language set to "US English"
___ Font set to Arial, 12-point type

___ All page margins set to one inch (1")
___ Paragraphs ***must*** be left-justified with no indenting – that is, every line should start up against the lefthand margin.
___ Line spacing set to single (1.0) spacing with extra spacing removed before and after paragraph.

Watch this video to help you with this: "How to Adjust Line Spacing in Word." If you are using Google Docs or Apple's Pages word-processing approaches, you can find

similar videos to support you with this by searching YouTube for similar titles with Google Docs or Pages replacing in the word “Word” in your search.

___ Do ***not*** add headers or footers (including those used solely for page numbers)

___ Use endnotes (not footnotes) with numbering starting from 1.

If you are using Google Docs, you must use an “Add-on” to add endnotes as a function to your documents (because Google Docs doesn’t have endnotes built in – only footnotes). Here is a good link for learning how to add endnote functionality to your documents: https://www.wps.com/blog/how-to-add-endnotes-in-google-docs-a-step-by-step-guide/

FOLLOW THE ASSOCIATED PRESS [“A.P.”] STYLE GUIDE

___ Use standard American English spelling (traveled, not travelled)

___ Put commas and other punctuation marks inside quotation marks
___ Do not use all caps for emphasis (use bold, underline, or italics instead)

___ Numbers under 10 spelled out (one, two, three, etc.)
___ Put a comma after the “thousands” digit in numbers over 999 (write as 1,000)

___ Use the American system for measurements with conversions in parentheses – for example, “77 degrees Fahrenheit (25 degrees Celsius)”

___ Write decades as “1970s” and “2010s” with no apostrophe and with both digits of the century’s “name”
___ Write times as “4 p.m.”, ***not*** “4:00 p.m.”
___ Spell out month names in dates (no number-only dates)

___ Spell out state and province names completely, and include the country name on first mention of the state or province, if outside the US or Canada

FOLLOW OUR EXCEPTIONS TO “A.P. STYLE”

___ Use the “third” or “Oxford” comma in series (“A, B, C, and D” – ***not*** “A, B, C and D”)

___ Foreign language words should go in italics (e.g., *gracias*), with the following exceptions:

If you are an author from New Zealand who is following the convention in your country to not italicize Maori words. Instead please put the English translations of those words in parentheses following each Maori word or phrase.

If a report where the author is discussing meanings of specific words, put that word being discussed in italics, put its definition if it is a direct quote from a dictionary or a textbook in double quotes, but if the generally accepted definition or paraphrase is being referred to, put that in single quotes. Here is an example from the 2023 paper on the German word *Geborgenheit*:

> When a German speaker hears someone use the word *Geborgenheit* in German, they instantly have a pretty good sense of what it means because of knowing the meanings of its parts. Because they recognize *Geborgenheit* as coming from *geborgen* (“protected“) and prior to that from *bergen* (“to protect“), the whole world or semantic field of 'feeling protected' immediately opens up for them. A very loose literal, root-by-root translation of *Geborgenheit* into English would be something like 'en-mountain-ed-ness' – which clearly doesn’t exist in English. Less odd-sounding would be 'protected-ness.' Both of these translations, while not being normal in English get us closer to the underlying sense of “belonging“ or 'belonging-ness.'

TITLE AND AUTHOR/S’ NAMES (FIRST LINES OF YOUR REPORT)

___ Type the title of your report on the first line of the first page, left-justified in bold ALL CAPS, with a colon (not a dash) between the title and the subtitle

___ Make sure that the title of your report has ***a maximum length*** of 10 words, including any subtitle. If you include a subtitle, use a colon (:) not a dash (-) between the title and the subtitle.

___ Skip a line under the title and type ***the authors' names as you wish them to appear in the journal*** in boldface (not ALL CAPS)

OTHER NAMES, TITLES, AND DEGREES

___ Use first and last names on first reference, then only last names on subsequent references

___ Do not capitalize job titles unless they appear before the person’s name

___ Set academic degree initials off from the person’s name with a comma (“Jane Smith, Ph.D.” and “Elizabeth Jones, M.D.”)

___ "Conference for Global Transformation" capitalized; second reference lowercase "conference"

URLS AND LINKS

___ Format URLs as: www.landmarkworldwide.com (no http://, no underlining).

___ Put website links in endnotes, not in the main body text

TYPING THE BODY OF YOUR REPORT (AFTER TITLE AND AUTHOR/S)

___ Start typing your report two lines below the line with the author/s' name(s)

___ Skip two lines under the authors' names, and start typing the first paragraph of your report without indenting the paragraph.

___ Skip a single line between paragraphs, and start each paragraph on a new line without indenting.

SECTION HEADINGS

___ Do not number your section headings; instead, use sub-headings without numbers or Roman numerals to differentiate sub-sections of your report

___ Put all section headings in boldface type and in "title case." You can paste one heading at a time into this website – https://titlecaseconverter.com – to convert each of your section headings to title case format. Scroll down and copy the converted text and paste it into your report in place of the unconverted heading.

___ Skip a line after each new section heading, and start each paragraph on a new line without indenting.

___ If you have a very long section heading, break it into two lines at a logical place, so the heading isn't split in the middle of a phrase

TABLES, FIGURES & IMAGES

___ If you wish, you may submit a ***maximum*** of three (3) drawings/photos/images (besides tables and figures that are not themselves image files)

___ Drawings, photos, and images ***must*** be submitted in a separate email and ***must not*** be inserted into the body of the report

___ Instead, please create JPG, JPEG, or PNG versions of each image and name them accordingly (see FILE NAMING section above). Be sure to number the images in order of appearance in the report.

___ Resize (or have someone else resize) each image file to be 1 GB (gigabyte) in size or less.

___ Include a reference to each image at the end of a sentence near to which you'd like the image to be placed that says "(See Image 1)." or "(See Image 2)."

___ Put a placeholder in the body of the report in the approximate location you would like the image to appear. The placeholder should say "< Image Name goes here >" followed by a blank line and then a line for the proposed caption that says, "[Type of Image] [# of Image]. Proposed caption text with only the first word capitalized."

Reference in the text: Sasha was such a beloved presence at the middle school that the art teacher Dawn Thomas memorialized the school's love for him with a giant mural alongside the central schoolyard (See Image 3).

Placeholder (after that sentence): < Image 3 goes here >

Proposed Caption (after the placeholder): Image 3. The mural at Santa Rosa Middle School, with Sasha as its central figure, painted by Dawn Thomas, with handprints by the students.

___ Send any images you didn't submit by the original submission deadline to me by email to tshields@landmarkworldwide.com with "CGT 2027 Report – Images" ***and your last name*** in the Subject line.

___ If you have tables and figures that are not in the form of image files, place them at the end of the report (between the REFERENCES and the ENDNOTES) and the do the following:

___ Reference each table or figure in the body of the report as "See Table 1" or "See Figure 1", etc., with each table numbered in order of appearance of all of the tables and each figure numbered in order of appearance of all of the

figures. (See the “Reference in text” example for the “Sasha mural” in the examples of images above.)

___ Add placeholders and captions for each table and figure, in the same manner as shown in the examples for images above.

FORMATTING FOR LANDMARK COURSE AND PROGRAM LEADER TITLES

___ Landmark course names properly capitalized as described or shown below:

Landmark course titles:
Wisdom Unlimited course
The Landmark Forum (with a capital “t”)
Self-Expression & Leadership Program
Advanced Course
Partnership Explorations course
Communications Program
Introduction Leaders Program
Year-end Vacation course
est Training (“est” is not capitalized)
Developmental Course
Facilitated Wisdom course / Elders Facilitated Wisdom course / Elders Facilitated Partnership course
Relating and Relationships course
Landmark's Wisdom course leader training program (now Pre-Apprentice and Apprentice program)
Consultants Training Program
Inquiries of the Social Commons

The “Leadership” course:
The accurate name of the course is Being a Leader and the Effective Exercise of Leadership. It should only be capitalized when the full name is used. If possible, change first mentions of this course to the full name. On second mention, it would be the Being a Leader course with “course” lowercase.

The organization:
Landmark, not Landmark Worldwide. Only use Landmark Worldwide on formal notices such as copyright.

Leader and assisting titles:
Wisdom course leader (or any leader – “leader” is not capitalized)
Landmark consultant (“consultant” is not capitalized).
course supervisor
introduction leader

Listener Team
facilitator
…a Landmark personal performance coach

Other Landmark specific words and phrases:
Wisdom Course Area is the name of the division
Wisdom Central is the name of the office in New York
Well Being Group (no hyphen)
Impossible Promise
social commons

FINAL CHECKS

___ Never shorten COVID-19 to just "COVID" and keep it always in ALL CAPS

___ Do not use "the" before university names

___ Use “more than" used instead of "over" when comparing quantities

___ Type lists inside of boxed areas if possible (not just in middle of a paragraph), so the designer who lays out the final version of the journal has easy access to reformatting them like all other lists in the journal this year