**Submission Formatting Checklist**

Use this checklist to avoid common formatting errors before and during peer review. For
in-depth formatting help, please see our Journal Templates or Style Manual.

**Double-Blinded Journals Only (*Agronomy Journal*, *Soil Science Society of America Journal*, *and Urban Agriculture & Regional Food Systems*):**

* Place all identifying information including author lists, affiliations, acknowledgements, funding, or anything else that could be used to identify any authors or their institutions in a Title Page file. Remove this information from all other files, including supplemental files.

**General Formatting:**

* Include the Core Ideas in your main document, if applicable
* Turn on line numbers. They must be continuous, not restarting on every page.
* Double space the main document. Tables and references may remain single-spaced.
* Approve all changes from Track Changes and turn off Track Changes.
* Remove all highlighting throughout the document (including tables).
* Make sure all supplemental materials are uploaded as a separate file(s).

**Body:**

* For equations, use MathType or keyboard formatting; use Word equation editor if MathType is not available.
* Add numbering to distinguish tiers of headers (e.g., 1. Introduction, 2. Materials & Methods, 2.3 Sampling, etc.).
* Crop, Forage & Turfgrass Managements only: Use English units and not metric for U.S. submissions.

**References:**

* Use the author-year system for all references and in-text citations, not numbering.
* Verify that all citations have a matching reference, and vice versa. Any unmatched references or citations should be removed.
* Format all references in APA style (see the ASA-CSSA-SSSA [Style Manual](https://www.crops.org/publications/journals/author-resources/style-manual) for details).
* Check all unpublished resources for newer versions and update as needed.

**Figures:**

* Check all figures within the proof PDF for blurred or illegible font
* Check that all figures are cited in the text and are numbered in the order of citation.
* Label figure files figure\_1, figure\_2, etc. If providing a graphical abstract, label the file “graphical\_abstract” (Agricultural & Environmental Letters only).
* Upload copies of figures too small to be read within the manuscript as larger, labeled, high-res versions.
* Figures follow our [color figure policy](https://www.agronomy.org/publications/journals/author-resources/editorial-policies/#headline-color-figure-policy).

**Tables:**

* Create all tables using the table formatting function in Word. Do not use images or excel documents (supplemental tables may be uploaded as excel documents).
* Check that all tables are cited in the text and are numbered in the order of citation.
* Remove all blank rows and columns in all tables. Use the “View Gridlines” setting in Word to confirm.
* Align the outer borders of cells that span multiple columns to the outer edges of the columns they span.
* Set text-wrapping to “none” in the table properties.

**Note: Please check your proof carefully before submitting. Formatting errors may result in your manuscript being returned to you for additional changes before peer review.**