

Submission Checklist

Your submission should include the following elements:

- Manuscript
 - Conforms to *Innovate's* style guidelines (http://innovateonline.info/index.php?view=guide_style).
 - Uses author-date reference system.
 - Includes full name, job title, organizational affiliation, and e-mail address of each author.
 - Saved in Word or HTML format.
 - Does not include embedded images. Images are in separate JPEG files.
- Supplements
 - Conform to *Innovate's* Guidelines for Supplementary Files (http://innovateonline.info/index.php?view=guide_style_supplement).
 - Attached in separate, appropriately titled files.
 - No files include embedded images. All images are in JPEG format.
 - Images are in separate JPEG files, one image per file.
 - Each file is less than 80 mb.
 - YouTube URLs are included for all video clips.
- Abstract
 - Conforms to *Innovate's* Guidelines for Abstracts (http://innovateonline.info/index.php?view=guide_style_abstract).
 - 250 words or less.
 - Refers to author(s) in third person.
 - No references or links.
- Biography
 - Conforms to *Innovate's* Guidelines for Author Biographies (http://innovateonline.info/index.php?view=guide_style_bio).
 - Separate biographical notes for each author in Word or HTML format.
 - Uses 3rd person to refer to author.
 - High-quality JPEG photo for each author, preferably 200x300 pixels, in separate file.
 - Includes e-mail and Web page addresses.
 - No other links; no references.
- Letter of agreement
 - Downloaded from *Innovate* site (<http://www.innovateonline.info/index.php?view=loa>).
 - Faxed, mailed, or e-mailed as PDF file to Sue Fassanella at NSU.
 - Please review separate instructions for Microsoft-sponsored articles at <http://www.innovateonline.info/index.php?view=sponsors>.

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