

Manuscript Submission Checklist

Ready to submit your manuscript to a journal? Here's a detailed checklist to help you make sure that you do everything you need to before submission.

✓ Manuscript format

Follow all journal instructions

Word count, page margins, page numbering, spacing, in-text citations, references, abstract, manuscript format (Word/LaTeX/PDF)



✓ Manuscript structure

Get your manuscript structure right

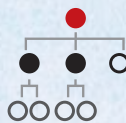
Title, keywords, abstract, introduction, methods, results and discussion, conclusion, references, appendix, acknowledgements, notes, footnotes



✓ Language and flow

Your manuscript should be well-written

Sentence structure, grammar and style, logic, comprehension, word choice, spell check



✓ Graphics

Your tables and figures should be well-prepared

File size, clarity, color, image resolution, figure legends and captions, table titles, graph legends



✓ Facts and details

Check every detail, even the smaller ones

Data accuracy, numerical consistency between text and tables, symbols, units of measurement, correspondence between in-text citations and the reference list



✓ Author information

Include all relevant details

Full names of all authors, with designations, full contact details of the corresponding author, additional statement with author contribution details, if required



✓ Attribution and acknowledgment

Acknowledge all help received and each reference source

Attributing sources of information, quotation marks for material copied or reproduced, written permission for reproducing graphics or copyrighted material, acknowledgments, informed consent from patients/subjects



✓ Cover letter

Your cover letter should be complete and make a strong pitch

Manuscript relevance and impact, full author details, disclosure of whether you have published the study previously elsewhere or if it is in consideration by another journal, details of any supplementary material



✓ Conflict of interest

Disclose any potential conflict of interest

Could there be a potential conflict of interest from any perspective (e.g., with sponsoring pharma companies in the case of medical research)? If yes, disclose it at the time of submission



✓ Compliance

Make sure your study complies with relevant ethical guidelines

E.g., Patient and animal care guidelines, clinical trial registration guidelines, environmental protection guidelines, institutional review board approval



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