

Journal Submission Checklist

San Francisco Edit

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It is important to prepare your manuscript properly, part of which is to follow the journal's guidelines. Using a checklist helps to ensure acceptance of your manuscript by the journal.

Almost all journals have their guidelines on their website as well as publish their guidelines quarterly or in every issue. Guidelines are subject to change, so be sure you have the most recent guidelines. Below is a general checklist to assist you in ensuring your manuscript meets all the journal's requirements. Every journal is different and not all journals will require all of the items listed. Depending upon the journal you are targeting, you might want to add specific items to this list.

Cover Letter

- Determine whether a cover letter is needed
- Address the correct editor according to the manuscript subject
- Use the correct address
- Review what is required in the cover letter

General

- Determine the article type you are submitting
- Use the correct font type and size
- Adjust the line spacing (single or double spacing)
- Check the format for section headings
- Put the sections in the correct order
- Check the word length limits
- Use line numbering, if required
- Use page numbers, if required
- Adjust the margin size
- Confirm that the nomenclature is correct
- Check spelling
- Determine whether the Results and Discussion are separate sections or included together in one section

Title Page

- Verify the allowed Title length
- Determine whether a running or short title is needed
- Check whether Keywords are needed
- Confirm whether a List of Abbreviations is needed
- Ensure that all authors are listed
- Make sure the author's names and address are in the correct format
- Include all corresponding author information

Abstract

- Confirm the word limit
- Determine whether a structured or unstructured abstract is needed

References

- Confirm that the in-text citation format is correct
- Verify that all references cited in the text are included in the Reference List
- Make sure that all references in the Reference List are cited in the text
- Determine whether the references are formatted correctly
- Check the accuracy of the references

Tables and Figures

- Ensure that the in-text mention of figures and tables is formatted correctly
- Determine whether the Tables and Figures are located in the correct location
- Verify that the correct fonts and font size are used in the tables and figures
- Confirm numbering format for tables and figures (Roman or Arabic)
- Ensure that the size of figures and tables are correct
- Check that the correct file format is used (pdf, jpeg, gif, etc.)
- Determine the type of list for table titles and figure legends
- Make sure that all tables and figures are mentioned in the text
- Determine whether vertical lines are allowed in tables

Other

- Determine whether a conflict of interest statement is needed
- Check to see whether funding sources are required
- For medical manuscripts: Include an ethical and patient approval statement

If you need help in beginning to write your manuscript, please read our article *Twelve Steps in Developing an Effective First Draft* at <http://www.sfcedit.net/newsletters.htm>.