

## PRESUBMISSION CHECKLIST

Use this list to check all elements of your manuscript and other materials to be fully prepared to go through the submission process quickly and smoothly.

### REMEMBER

1. You should use this checklist to review your manuscript for initial submissions as well as when you are submitting a revised manuscript with its accompanying materials as well as when you submit your final accepted materials prior to publication.
2. Every journal is different. You should check the instructions for each specific journal you are submitting to ensure that you've tailored the manuscript and related files according to the specific requirements of each journal.

### GENERAL CHECKLIST

- ☐ Manuscript is within the stated limits for
  - ☐ word count
  - ☐ number of references
  - ☐ number of figures and tables in main text
  - ☐ word count, number of figures and tables in Supplementary materials
- ☐ Manuscript has *correct* and *consistent* spelling throughout text, figures, tables, captions, and all supplementary materials including
  - ☐ basic language
  - ☐ technical terms
  - ☐ author names
  - ☐ place names
  - ☐ genus/species names
  - ☐ names of test, equipment, chemicals, drugs
- ☐ Acronyms spelled out *correctly* on first use check and then used consistently throughout text
- ☐ Numbers used correctly and consistently according to journal guidelines
- ☐ Manuscript checked for grammar, readability, and plain language
  - ☐ short clear sentences
  - ☐ active voice
  - ☐ In *general* journal – avoid/explain specialized words
  - ☐ In *specialized* journal – don't waste space on general explanations
- ☐ Manuscript has line numbers if required or suggested by journal

## Identifiers

- ☐ Persistent Identifiers required by journal are complete and accurate
  - ☐ ORCID IDs for all authors are present
  - ☐ Funder IDs
  - ☐ Institutional IDs
  - ☐ Data deposition IDs

## Author information

- ☐ All co-authors have seen and approved the final version of the manuscript.
- ☐ Author list (including designation first and corresponding author/s) and their related institutional affiliations
  - ☐ Is complete and correct
  - ☐ Includes author roles and responsibilities (CreDIT) details when required by journal
  - ☐ All the required **forms** from **each** author is complete, correct, and ready to submit.
    - ✓ Conflict of Interest forms
    - ✓ License to publish forms
    - ✓ Copyright forms
  - ☐ All information required for Acknowledgements section is complete and correct
  - ☐ Data deposition forms
  - ☐ Data sharing statements

## Data & materials

Confirm that

- ☐ Your data is complete, accessible, and available to be seen by reviewers if requested
- ☐ You will be able to share materials used in your study if required by the journal and/or requested by reviewers or readers
- ☐ All consent or review forms for verification by institutional or other review boards on hand.

## Citations

- ☐ All the references cite in the text are included in the end reference list
- ☐ All the references in the end reference list are cited in the text.
- ☐ Each citation is complete and correct
- ☐ Citations are formatted according to journal guidelines with properly spelling and correct dates
- ☐ All Internet links are correct and functional, and include a “viewed” date
- ☐ Whenever possible citations have verified Digital Object Identifiers (DOIs)
  - ✓ Test at <http://www.crossref.org>

### Figures and tables

- ☐ Align to requirements of target journal
- ☐ Are final, author-approved versions
- ☐ Are labelled in the correct order as mentioned in the text (including in captions)
- ☐ All uploaded figures are mentioned in the text
- ☐ Adhere to journal instructions for font, type size, design, color (*particularly important for equations*)
- ☐ Files are within journal specified size limits
- ☐ Are in formats accepted by journal (.eps, .jpg, .gif, .tif,)

### Supplementary materials (SM)

- ☐ SMs are formatted and labeled according to guidelines of target journal.
- ☐ SMs are in separate files, not in the main text
- ☐ SM is publish-ready (captions and figures are properly arranged, pages are oriented correctly, order of items is logical, sections have appropriate titles) if required by journal
- ☐ SM are present and referenced in correct order in both main text and SM
- ☐ Any submitted video files work properly

### Photographs and graphics

- ☐ All photos and graphics at the resolution required by target journal
- ☐ All necessary permissions from the copyright holder (usually the publisher) are in hand
- ☐ All photos and graphics are at the correct sizes, and in the journal's preferred fonts and font sizes

### Cover letter

- ☐ Prepared and checked, 4-5 paragraphs maximum
- ☐ Has first paragraph with basic information: Article title, author/s, correct journal name and type of submission
  - ✓ Includes 2-5 sentences explain content of article: *Core* findings, what is *new*, why is it *important*, why *this* journal, why *now*?
- ☐ Explicitly states any potential conflicts of interest
- ☐ Includes useful additional information (invited resubmission, transferred from other journal, issues with data, postings on preprint server related manuscripts under consideration)
- ☐ Includes names suggested and excluded peer reviewers