

SELECTING A JOURNAL CHECKLIST

Before you start your selection process, check that

- All co-authors are in agreement on target readers
- You avoid using Impact Factor as a primary guide
- You've sought guidance for colleagues and collaborators
- You've considered sending in a pre-submission inquiry to journals that accept them

Once you've identified a set of candidate journals, check that each one

- Has a reputable **publisher**
- Is not listed as a predatory open access journal
- Is transparent about its editorial board structure (staff or academic editors)
- Is transparent about its review process (single blind, double blind, open)
- Will be accessible to your target readers (open access, subscription, or pay-per-view)
- Lists typical or specific times that manuscripts move from submission to first decision and from submission to publication
- Publishes the type of manuscript you are preparing
 - full research report, short report, review, methods papers, research communication, commentary, technical comments, other
- Has costs you can afford (open access fee, page charges, color charges)

Then check that your **manuscript**

- Clearly matches the journal aims and scope
- Can be adjusted to fit the specific requirements for
 - word count limits
 - numbers of figures and tables
 - numbers of and style of citations
 - language style preferences
 - sharing data and/or materials
 - depositing data or materials
 - supplementary materials limits and formatting
 - Identifier tags/numbers for authors, funders, institutions, and/or data

Once you've targeted a specific target journal, check that

- All co-authors in agreement on final journal
- You alter your cover letter to match the journal before submission