

The Ultimate Journal
Article Submission

CHECKLIST



SCRIBENDI

Editing and Proofreading for English Documents

**For specific examples on how to implement any of the items in this checklist,
please read the related blog post here:*

https://www.scribendi.com/advice/journal_article_submission_checklist.en.html.



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Selecting Your Target Journal

Select your target journal.

- Ensure that your article has been tailored for one specific journal.
- Check that the journal has published most of your sources.
- Verify that the journal is the most prestigious among your recurring source publications.
- Ensure that the journal is the best fit for the most relevant aspect of your article.
- Confirm that the journal has the best scope in terms of document type and limitations.
- Affirm that the journal has the fastest transition from submission to publication.



Checking Copyright Issues

Do not self-plagiarize.

- Certify that the journal article has no relationship to previous research you have published.**
 - *Marvel at your versatility.*
- If not, ensure that the article's relationship with your previously published research will be sufficiently cited.**
 - *Ensure that your previously published work will be properly referenced.*
- Verify whether the article's relationship with your previously published research will require copyright permission for extensive quotations or paraphrasing.**
 - *Check the journal's rules for securing and paying for copyrights.*
 - *If you need to secure and/or pay for copyrighted materials, ensure that you will have enough time and/or money to do so within the timeframe to publication.*

Get permission to quote from a text extensively.

- *If the article will not quote other texts, clean the dust collecting on your "quotation mark" key.*
- *If this article's quotations will all fall within the realm of fair usage, ensure that those texts will be properly referenced.*
- *If this article will extensively quote one or more published texts, check the journal's rules for securing and paying for copyrights.*
- *Organize your images and/or video files.*
- *If you do not have images or videos to organize, breathe a sigh of relief.*
- *If images and/or videos you will include with this article are not your own, check the journal's rules for securing and paying for copyrights.*
- *If you need to secure and/or pay for copyrighted materials, ensure that you will have enough time and/or money to do so within the timeframe to publication.*
- *If images and/or videos you will include with this article are your own, check the images and/or video files to ensure that all details (e.g., axial labels) are consistent and that all persons documented have either provided written consent to appear in the images and/or video files or have been properly concealed to protect their privacy.*



Establishing Formatting Parameters

Establish formatting parameters.

- If you have access to the necessary materials to provide the correct file type, master the functions of those materials.
- If you have access to the document template that the journal provides, learn the nuances of the template's file type.
- Follow the journal's formatting guidelines, including, but not limited to, the following:
 - Page size*
 - Margin size*
 - Section breaks*
 - Paragraph breaks*
 - Line spacing*
 - Font type, size, and color*
 - Title style (e.g., font size, capitalization, word count)*
 - Heading style (e.g., font size, capitalization, numbering)*
 - Heading labels (e.g., "Introduction," "Methods," "Results")*
 - Image formatting (e.g., size, color grade, resolution quality)*



Writing the Article

Write the document.

Draft the main body of the text.

- Ensure that all the required subsections have been included.*

Draft the title.

- Make it as concise and memorable as possible.*
- Ensure that it complies with the journal's requirements.*

Draft the abstract.

- Check the journal's requirements for formatting, placement, and length.*
- Check the journal's requirements for keyword creation.*

Draft the authorial information.

- Check that the author(s) names are complete and accurate.*
- Check that the author(s) are listed according to their contributions to the article.*
- Check that the author(s)' affiliation are complete and properly linked to their name(s).*
- Provide current contact information for the corresponding author(s).*
- Include biographical information for all authors.*

Draft the acknowledgments.

- Include funding sources.*
- Include any assistance from those who are not named as co-authors.*
- Include copyright holders who allowed you to reuse parts of your previous research, quote from texts, and reproduce images and/or video files.*

Draft your disclosures.

- Confirm that the author(s) does not/do not have conflicts of interest.*
- Declare that the author(s) has/have conflicts of interest.*
- Declare that the author(s) has/have related projects published (or under consideration for publication) elsewhere.*



Writing the Article

(Continued)

Draft appendices.

- Include comprehensive lists.*
- Include supplementary tables.*
- Include additional diagrams.*
- Include contextual illustrations.*

Draft the references.

- Check the journal's requirements for citing sources in the text.*
- Check the journal's requirements for full bibliographical referencing.*

Finalize the figures.

- Include properly placed and punctuated titles and captions.*
- Import the figures to the article itself or to an appropriate supplementary resource.*

Take a break.

- Laugh maniacally at the misfortune of others still toiling with their drafts.*

Revise the document(s).

Consult with a colleague or colleagues.

- Further revise the document(s) based on the feedback.*
- Include an acknowledgment to thank your colleague(s) for the feedback.*

Consult with a professional editing service.

- Further revise the document(s) based on the feedback.*



Submitting the Article

Submit the article materials.

- Confirm that all parts of the article have been properly organized, labeled, and included in the submission package.

- Prepare any materials that demonstrate your foresight into the publication process.
 - Gather proof of copyright permissions already granted, if obtained.*
 - Compile a list of potential peer reviewers for the article.*
 - If requested, submit that list as part of your journal article submission.*
 - If not requested, keep the list nearby for a prompt reply to a future request.*

- Top it off with a cover letter.
 - Acquire the names of and contact information for your future journal editors.*
 - Entice your future editors with the value and timeliness of your work.*
 - Refer to the document(s) submitted with the letter.*
 - Thank the editors for their time and consideration.*
 - Include the cover letter in the submission package.*

- Click "Send" or add the parcel to your outgoing mail.

