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:
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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.
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.
Establish 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)
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.
☐ 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.
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.