# Checklist for designing and completing a study, and preparing and submitting the results to a journal

How to use this checklist: Data can be entered by double-clicking the underline and typing in the entry.

Date this checklist started: \_\_\_\_\_\_\_\_\_\_\_\_; Date of publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authors (with initials): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target journal for publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (URL final pub: \_\_\_\_\_\_\_\_\_\_\_\_\_ )

### Overview of stages in research design, completion, and publication

#### Completed Deadline Started Stage Assigned to

#### Example

14/3/2018; 15/3/2018; 24/1/2018; Study design; J.W.S, R.S., & P.W.D

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Study design*](#studydesign); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Set up study*](#setupstudy); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Complete study*](#completestudy); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Statistical analysis*](#statistics); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Prep tables & figures*](#preptabs); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Write article*](#write); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*References*](#references); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Out for editing service*](#edit); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Submit to journal*](#submittjournal01); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; [*Social media & follow-up*](#socialmedia); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Study design: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Study design; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Decide study name

First choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by (initials) \_\_\_\_\_\_\_\_\_

Second choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by (initials) \_\_\_\_\_\_\_\_\_

### Plan statistics

[“Even though the statistical analyses will not be performed until after the data have been collected, the specific analyses that will be conducted should be planned prior to data collection.” A. M. Graziano, M. L. Raulin. Research methods (8th ed.). New York, NY: Allyn & Bacon, 2013. http://www.graziano-raulin.com/tutorials/checklist/checklist\_tutorial.htm]

#### Finished Due by Assigned (Address)

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### Design study

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## Set up study: details

#### Completed Deadline Started Stage Assigned to

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Stage 1: \_\_\_\_\_\_\_\_

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Stage 2: \_\_\_\_\_\_\_\_

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Stage 3: \_\_\_\_\_\_\_\_

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Stage 4: \_\_\_\_\_\_\_\_

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Stage 5: \_\_\_\_\_\_\_\_

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## Complete study: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Complete study*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stage 1: \_\_\_\_\_\_\_\_

#### Finished Due by Assigned (Address)

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Stage 2: \_\_\_\_\_\_\_\_

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Stage 3: \_\_\_\_\_\_\_\_

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Stage 4: \_\_\_\_\_\_\_\_

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Stage 5: \_\_\_\_\_\_\_\_

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## Statistical analysis: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Statistics*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Prep tables & figures: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Prep tables & figures*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Preparation of tables

#### Date finished Due by Assigned (Address)

Tab. 1: \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Preparation of figures

#### Date finished Due by Assigned (Address)

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Fig. 2: \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fig. 3: \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fig. 4: \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fig. 5: \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Write article: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Write article*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Write Methods

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### Write Results

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### Write Discussion

#### Finished Due by Assigned (Address)

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### Write Introduction

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### Write Abstract & keywords

#### Finished Due by Assigned (Address)

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## References: details

#### Completed Deadline Started Stage Assigned to

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### Sort through in-text citations and assemble full References list

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### References list: research any missing entry information

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### References list: sort order of entries and format and complete

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### Final check of in-text citations against References listing

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## Permissions: details

#### Completed Deadline Started Stage Assigned to

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### Summary: permissions needed for

Table \_\_ : Copyright owner 1: \_\_\_\_\_\_\_\_\_\_\_\_ ; Copyright owner 2: \_\_\_\_\_\_\_\_\_\_\_\_ ; Copyright permissions agent (e.g., Copyright Clearance Center): \_\_\_\_\_\_ ; Doc file with copy of terms & conditions for reproduction and permissions granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Get permissions

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### Prepare written verification (of permissions granted) for journal publisher

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### Resources

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## Draft article approved by all authors (pre–outside edit): details

#### Completed Due by Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Signed off by all authors*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Reviewed & approved by all authors

#### Finished Due by Sent (Address)

1. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Out for edit: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Out for edit*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Decide where to send it out (see [editorial service options](#editorialservice) below)

#### Finished Due by Assigned (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Manage outside editor

#### Finished Due by Assigned (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Dates sent to and received from outside editor

#### Finished Due by Sent to (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Outside edit by \_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### What was sent to outside editor

Date\_\_\_\_\_\_\_\_ ; Sent to (name & title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; ( \_\_\_\_\_\_\_\_\_\_\_\_\_ ).

Title page: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; title of article, authors’ names & affiliations, financial support statement, any conflicts of interest, multiple lead authors, deceased author, other notes

Text: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Figures: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendices: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suppl material: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Acknowledged by outside editor

Date\_\_\_\_\_\_\_\_ ; Acknowledged by (name & title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ journal; at address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

### Files received from outside editor

Date\_\_\_\_\_\_\_\_ ; Sent to (name & title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; ( \_\_\_\_\_\_\_\_\_\_\_\_\_ ).

Cover letter: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title page: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; title of article, authors’ names & affiliations, financial support statement, any conflicts of interest, multiple lead authors, deceased author, other notes

List of special characters: file (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; (if requested by publisher, to be completed in format – e.g., for è: “è, e with grave [U+00E8]”; list so typesetter can search for & mark)

Permissions list: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Text: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Figures: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendices: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suppl material: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Payment of outside editor

#### Payment made Payment due by Invoice recvd Invoice file (location\filename)

\_\_\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Amount Who Address

£/$/€ \_\_\_\_\_\_ Payment to be made by \_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment made to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Resources: editorial service options

#### Freelance editor

Timothy DeVinney, tdev@healthsciedit.com, <http://www.healthsciedit.com/> (medium edit per 250-word page: £12.50, $16.50, €14.80)

#### Manuscript-editing service

American Journal Experts, <https://www.aje.com/services/editing/> (medium edit per 250-word page: ca. £18.01, $23.95, €20.30)

Editage, <https://www.editage.com/> (medium edit per 250-word page: request quote)

Elsevier WebShop, <https://webshop.elsevier.com/languageservices/> (medium edit per 250-word page: ca. £16.92, $22.50, €19.00)

Wichtig Editing Services, <http://editage.wichtig.com/editing-services.php> (medium edit per 250-word page: £16.92, $22.50, €19.00)

#### Freelance editors (online directory)

Society for Editors and Proofreaders in the UK: <https://www.sfep.org.uk/directory/> (search for an outside editor, proofreader, or indexer by subject area; rates vary)

## Review & finish draft article (after outside edit): details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Review & finish*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Review & accept, reject, or refer edits made

#### Finished Due by Assigned (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Check all parts ready for submission to journal

Cover letter: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; should include title of article, authors’ names & affiliations; corresponding author’s postal & e-mail addresses, telephone & fax numbers; brief description of article, reason the research presented is of importance, statement that the article is original, not previously published, and not being considered elsewhere; software used (incl. versions); list of parts sent (no. of tables, etc.) & supplemental materials for online version of article

Title page: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; title of article, authors’ names & affiliations, financial support statement, any conflicts of interest, multiple lead authors, deceased author, other notes

List of special characters (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; (if requested by publisher, to be completed in format – e.g., for è: “è, e with grave [U+00E8]”; list so typesetter can search for & mark)

Permissions list: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Text: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Figs: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendices: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suppl material: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Submit journal: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Submit journal*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Cover letter to target journal

#### Finished Due by Assigned (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Cover letter & MS sent to target journal

Date\_\_\_\_\_\_\_\_ ; Sent to (name & title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ journal; at address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Cover letter: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; should include title of article, authors’ names & affiliations; corresponding author’s postal & e-mail addresses, telephone & fax numbers; brief description of article, reason the research presented is of importance, statement that the article is original, not previously published, and not being considered elsewhere; software used (incl. versions); list of parts sent (no. of tables, etc.) & supplemental materials for online version of article

Title page: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; title of article, authors’ names & affiliations, financial support statement, any conflicts of interest, multiple lead authors, deceased author, other notes

List of special characters: (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; (if requested by publisher, to be completed in format – e.g., for è: “è, e with grave [U+00E8]”; list so typesetter can search for & mark)

Permissions list: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Text: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Figs: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suppl material: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Submission acknowledged

Date\_\_\_\_\_\_\_\_ ; acknowledged by (name & title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ journal; at address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Respond to reviewers: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Respond to reviewers*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Finished Due by Assigned (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Final article approved by all authors (after update in response to reviewers): details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Approved by all authors*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Reviewed & approved by all authors

#### Response Due by Sent

1. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Return to journal after response to reviewers: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Return to journal*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Follow-up cover letter to target journal

#### Finished Due by Assigned (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Follow-up cover letter & MS sent to target journal

Date\_\_\_\_\_\_\_\_ ; Sent to (name & title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ journal; at address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Cover letter: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; should include title of article, authors’ names & affiliations; corresponding author’s postal & e-mail addresses, telephone & fax numbers; brief description of article, reason the research presented is of importance, statement that the article is original, not previously published, and not being considered elsewhere; software used (incl. versions); list of parts sent (no. of tables, etc.) & supplemental materials for online version of article

Title page: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; title of article, authors’ names & affiliations, financial support statement, any conflicts of interest, multiple lead authors, deceased author, other notes

List of special characters: (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; (if requested by publisher, to be completed in format – e.g., for è: “è, e with grave [U+00E8]”; list so typesetter can search for & mark)

Permissions list: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Text: File (location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Figs: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendices: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suppl material: File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Final submission acknowledged

Date\_\_\_\_\_\_\_\_ ; Acknowledged by (name & title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ journal; at address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Social media & follow-up: details

#### Completed Deadline Started Stage Assigned to

\_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; *Social media & follow-up*; \_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Finished Due by Assigned (Address)

\_\_\_\_\_\_\_ ; \_\_\_\_\_\_\_ ; \_\_\_\_\_\_ ; Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ); Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_