

## 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; \_\_\_\_\_

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Set up study; \_\_\_\_\_

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

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Statistical analysis; \_\_\_\_\_

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

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

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; References; \_\_\_\_\_

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Permissions; \_\_\_\_\_

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

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Out for editing service; \_\_\_\_\_

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

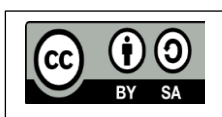
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Submit to journal; \_\_\_\_\_

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

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Final approval all authors; \_\_\_\_\_

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; To journal after response to reviewers; \_\_\_\_\_

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



## Study design: details

**Completed**    **Deadline**    **Started**    **Stage**    **Assigned to**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *Study design*; \_\_\_\_\_

### **Decide study name**

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

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

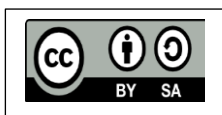
### **Plan statistics**

*["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](http://www.graziano-raulin.com/tutorials/checklist/checklist_tutorial.htm)]*

**Finished**    **Due by**    **Assigned**    **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

### **Design study**

**Finished**    **Due by**    **Assigned**    **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_



## Set up study: details

**Completed** ; \_\_\_\_\_ ; **Deadline** ; \_\_\_\_\_ ; **Started** ; \_\_\_\_\_ ; **Stage** ; *Set up study* ; **Assigned to** ; \_\_\_\_\_

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

**Finished** ; \_\_\_\_\_ ; **Due by** ; \_\_\_\_\_ ; **Assigned** ; \_\_\_\_\_ ; **(Address)** ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ ) ;  
Comments \_\_\_\_\_

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

**Finished** ; \_\_\_\_\_ ; **Due by** ; \_\_\_\_\_ ; **Assigned** ; \_\_\_\_\_ ; **(Address)** ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ ) ;  
Comments \_\_\_\_\_

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

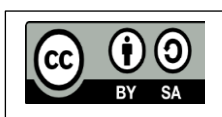
**Finished** ; \_\_\_\_\_ ; **Due by** ; \_\_\_\_\_ ; **Assigned** ; \_\_\_\_\_ ; **(Address)** ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ ) ;  
Comments \_\_\_\_\_

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

**Finished** ; \_\_\_\_\_ ; **Due by** ; \_\_\_\_\_ ; **Assigned** ; \_\_\_\_\_ ; **(Address)** ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ ) ;  
Comments \_\_\_\_\_

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

**Finished** ; \_\_\_\_\_ ; **Due by** ; \_\_\_\_\_ ; **Assigned** ; \_\_\_\_\_ ; **(Address)** ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ ) ;  
Comments \_\_\_\_\_



## Complete study: details

**Completed**   **Deadline**   **Started**   **Stage**   **Assigned to**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *Complete study*; \_\_\_\_\_

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

**Finished**   **Due by**   **Assigned**   **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

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

**Finished**   **Due by**   **Assigned**   **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

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

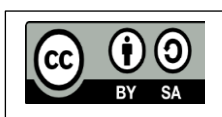
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Comments \_\_\_\_\_

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

**Finished**   **Due by**   **Assigned**   **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

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

**Finished**   **Due by**   **Assigned**   **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

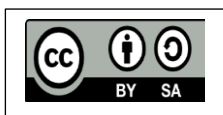


### Statistical analysis: details

**Completed**    **Deadline**    **Started**    **Stage**    **Assigned to**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *Statistics*; \_\_\_\_\_

**Finished**    **Due by**    **Assigned**    **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );

Comments \_\_\_\_\_



## Prep tables & figures: details

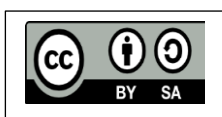
**Completed**    **Deadline**    **Started**    **Stage**    **Assigned to**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *Prep tables & figures*; \_\_\_\_\_

### *Preparation of tables*

<b>Date finished</b>	<b>Due by</b>	<b>Assigned</b>	<b>(Address)</b>
Tab. 1: _____	_____	_____	Assigned to _____ ( _____ );
Comments _____			
Tab. 2: _____	_____	_____	Assigned to _____ ( _____ );
Comments _____			
Tab. 3: _____	_____	_____	Assigned to _____ ( _____ );
Comments _____			
Tab. 4: _____	_____	_____	Assigned to _____ ( _____ );
Comments _____			
Tab. 5: _____	_____	_____	Assigned to _____ ( _____ );
Comments _____			
Tab. 6: _____	_____	_____	Assigned to _____ ( _____ );
Comments _____			

### *Preparation of figures*

<b>Date finished</b>	<b>Due by</b>	<b>Assigned</b>	<b>(Address)</b>
Fig. 1: _____	_____	_____	Assigned to _____ ( _____ );
Comments _____			
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

Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

### Write Results

Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

### Write Discussion

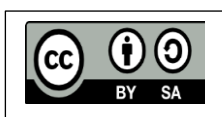
Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

### Write Introduction

Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

### Write Abstract & keywords

Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_



## References: details

Completed    Deadline    Started    **Stage**    Assigned to  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *References*; \_\_\_\_\_

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

Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

### *References list: research any missing entry information*

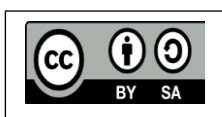
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Comments \_\_\_\_\_

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

Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

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

Finished    Due by    Assigned    (Address)  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_





**Permissions: details**

**Completed**    **Deadline**    **Started**    **Stage**    **Assigned to**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *Permissions*; \_\_\_\_\_

**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:  
\_\_\_\_\_

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:  
\_\_\_\_\_

Figure \_\_ : 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:  
\_\_\_\_\_

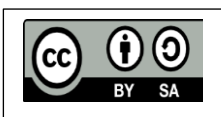
Figure \_\_ : Copyright owner 1: \_\_\_\_\_ ; Copyright owner 2: \_\_\_\_\_ ;  
Copyright permissions agent (e.g., Copyright Clearance Center): \_\_\_\_\_ ; Doc file  
with copy of terms & conditions for reproduction and permissions granted:  
\_\_\_\_\_

**Review all materials for permissions required**

**Finished**    **Due by**    **Assigned**    **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

**Get permissions**

**Finished**    **Due by**    **Assigned**    **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_



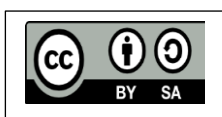
**Prepare written verification (of permissions granted) for journal publisher**

**Finished**   **Due by**   **Assigned**   **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

**Resources**

Copyright Clearance Center: <http://www.copyright.com/>

Springer Nature Rights & Permissions: <https://www.springer.com/gb/rights-permissions/obtaining-permissions/882>

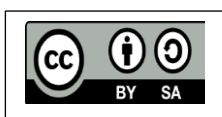


### Draft article approved by all authors (pre–outside edit): details

**Completed**    **Due by**    **Started**    **Stage**    **Assigned to**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *Signed off by all authors*; \_\_\_\_\_

### Reviewed & approved by all authors

- | <b>Finished</b> | <b>Due by</b> | <b>Sent</b> | <b>(Address)</b>        |
|-----------------|---------------|-------------|-------------------------|
| 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 _____  |               |             |                         |



### Out for edit: details

Completed    Deadline    Started    **Stage**    Assigned to  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; *Out for edit;* \_\_\_\_\_

### Decide where to send it out (see [editorial service options](#) 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): \_\_\_\_\_

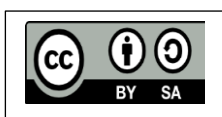
Figures: File (if not in text; location\filename): \_\_\_\_\_

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): \_\_\_\_\_

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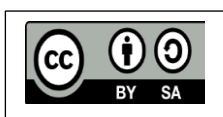
\_\_\_\_\_ File (if not in text; location\filename): \_\_\_\_\_

**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)

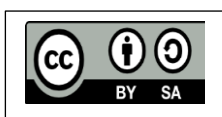
Editage, <https://www.editage.com/> (medium edit per 250-word page: request quote)

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* *Review & finish*; Assigned to \_\_\_\_\_

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

Finished \_\_\_\_\_ ; Due by \_\_\_\_\_ ; Assigned \_\_\_\_\_ ; 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): \_\_\_\_\_

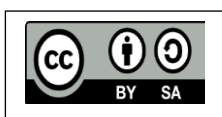
Appendices: File (if not in text; location\filename): \_\_\_\_\_

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

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\_\_\_\_\_ 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): \_\_\_\_\_ ;  
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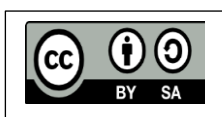
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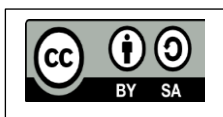
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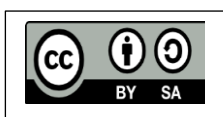
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## Respond to reviewers: details

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

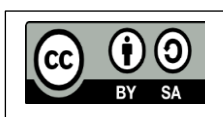


### Final article approved by all authors (after update in response to reviewers): details

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- | Response | Due by                  | Sent                     |                |
|----------|-------------------------|--------------------------|----------------|
| 1.       | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
| 2.       | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
| 3.       | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
| 4.       | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
| 5.       | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
| 6.       | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
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| 9.       | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
| 10.      | _____ ; _____ ; _____ ; | Author _____ ( _____ ) ; | Comments _____ |
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## Return to journal after response to reviewers: details

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### Follow-up cover letter to target journal

Finished \_\_\_\_\_ ; Due by \_\_\_\_\_ ; Assigned \_\_\_\_\_ ; Assigned to \_\_\_\_\_ (Address \_\_\_\_\_);  
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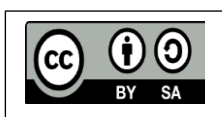
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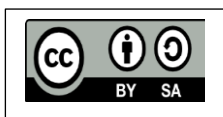
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### Social media & follow-up: details

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**Finished**    **Due by**    **Assigned**    **(Address)**  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ; Assigned to \_\_\_\_\_ ( \_\_\_\_\_ );  
Comments \_\_\_\_\_

