

GENERAL MANUSCRIPT SUBMISSION CHECKLIST

Originality, Ethics & Integrity

- ☐ Manuscript reports original work that has not been published elsewhere, in whole or substantial part.
- ☐ Manuscript is not simultaneously under review or consideration at another journal.
- ☐ Any related preprint is disclosed, with its DOI or URL.
- ☐ Manuscript has been checked with a similarity/plagiarism-detection tool and the similarity score meets the target journal's threshold (or general good practice if unstated).
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- ☐ Informed consent (and, where applicable, consent for publication of identifiable images or case details) has been obtained and is available on request.
- ☐ Any conflicts of interest, financial or otherwise, for all authors are identified and disclosed, or a "no conflicts" statement is included.
- ☐ Sources of funding for the research are disclosed, including grant numbers and the funder's role (if any) in the study, or a "no funding" statement is included.
- ☐ Data fabrication, falsification, image manipulation, and duplication have been checked and ruled out.
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Authorship

- ☐ All listed authors meet the journal's/ICMJE authorship criteria (substantial contribution, drafting or critical revision, final approval, and accountability).
- ☐ No eligible contributor has been omitted, and no ineligible person (honorary/guest/ghost authorship) has been included.
- ☐ Author order has been agreed upon in writing by all co-authors.
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- ☐ ORCID iDs are available for all authors, where the journal requests or recommends them.

Manuscript Formatting

- ☐ Target journal's specific author guidelines and manuscript template (if provided) have been followed.
- ☐ Correct article type is selected, and the manuscript matches that type's expected structure and scope.
- ☐ Word count, abstract length, and reference count fall within the journal's stated limits for the chosen article type.
- ☐ Headings and subheadings follow a consistent, logical hierarchy throughout.
- ☐ Spelling and terminology are consistent throughout.

Title Page

- ☐ Concise, informative title that reflects the study's content, within the journal's word/character limit.
- ☐ Full names of all authors are listed in the agreed order, with academic degrees omitted unless requested.
- ☐ Each author's institutional affiliation (department, institution, city, country) is listed and correctly linked to each author.
- ☐ Corresponding author's full contact details (address, email, phone) are provided.
- ☐ Word count, and the number of tables, figures, and references, are stated.

Abstract & Keywords

- ☐ Abstract meets the journal's required length and structure (structured or unstructured).
- ☐ Abstract accurately summarizes objective, methods, key results, and conclusion without new information not found in the main text.
- ☐ A set of keywords (typically 6-8) is provided, avoiding unnecessary repetition of title words.
- ☐ Keywords reflect terms a reader might realistically search to find the article.

Manuscript Body (IMRaD Structure)

- ☐ Introduction establishes background, identifies the gap in knowledge, and states a clear objective or hypothesis.
- ☐ Methods provide enough detail (design, participants/materials, procedures, variables, instruments, statistical approach, software and version) for the study to be reproduced or critically evaluated.
- ☐ Results are reported objectively and in the past tense, without interpretation, and without duplicating data already shown in tables or figures.

- ☐ Discussion interprets the findings in light of existing literature, addresses limitations, and avoids overstating conclusions.
- ☐ Conclusion is concise, directly supported by the results, and introduces no new data or citations.
- ☐ All abbreviations are defined at first use in both the abstract and the main text.
- ☐ All tables, figures, and references are cited in numerical/sequential order at their first mention in the text.

References & Citations

- ☐ Reference style (e.g., APA, Vancouver, IEEE, ACS, or journal-specific variant) matches exactly what the target journal requires.
- ☐ Every in-text citation has a corresponding reference-list entry, and every reference-list entry is cited at least once in the text.
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Tables & Figures

- ☐ All tables and figures are cited in the text, numbered sequentially, and cross-checked against the numbering used in the manuscript.
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- ☐ Tables are submitted as editable text/objects, not as images.
- ☐ Figures meet the journal's required file format and resolution (e.g., TIFF/EPS/high-resolution PDF or JPEG, commonly 300 dpi).
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Statistics, Units & Nomenclature

- ☐ Statistical methods and software (with version) are named, and results are reported with appropriate precision (e.g., exact p-values, effect sizes, confidence intervals).
- ☐ SI units are used throughout, with non-SI units converted or shown alongside where necessary.

- ☐ Generic (non-proprietary) names are used for drugs, chemicals, and equipment, with brand names given in parentheses only at first mention, if required.
- ☐ Species names and other scientific nomenclature are italicized and formatted per standard convention.
- ☐ Equations are numbered sequentially and created with an equation editor rather than typed as plain text.

Required Declarations & Statements

- ☐ Ethics approval and informed consent statement (or justified exemption).
- ☐ Conflicts of interest / competing interests statement.
- ☐ Funding statement.
- ☐ Data availability statement, including how and where data can be accessed.
- ☐ Author contributions statement.
- ☐ Acknowledgements (for non-author contributions only).
- ☐ AI use disclosure statement, where applicable.
- ☐ Any additional declarations specifically required by the target journal (e.g., clinical trial registration number, biosecurity statement, or SAGER sex/gender reporting).

Supplementary Material

- ☐ Supplementary files are labeled sequentially and referenced at their first point of relevance in the main text.
- ☐ Each supplementary file has a brief, descriptive title or caption.
- ☐ File formats and sizes comply with the journal's technical requirements.

Cover Letter

- ☐ Cover letter explains the manuscript's fit with the journal's scope and aims.
- ☐ Cover letter briefly states the study's novelty or contribution to the field.
- ☐ Cover letter confirms the manuscript is original, unpublished, and not under review elsewhere.
- ☐ Cover letter is signed by the corresponding author on behalf of all co-authors.

Language & Final Proofreading

- ☐ Manuscript has been checked for grammar, spelling, and clarity, ideally by a fluent or native English speaker if English is not the authors' first language.
- ☐ Manuscript has been read in full by all co-authors, who approve the final version for submission.
- ☐ A co-author not involved in drafting has performed an independent final read-through.

- ☐ Consistent tense, voice, and terminology are used throughout the manuscript.

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- ☐ Correct manuscript files are uploaded in the required formats and under the correct file-type labels (main manuscript, title page, figures, tables, supplementary material, cover letter).
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