EDITORY PRESS
SUBMISSION CHECKLIST

Pre-submission requirements checklist

FOR AUTHORS

Pre-submission requirements checklist (APA 7 base)

How to use this checklist

- Tick every item that applies before you click "Submit".

- Requirements are journal-by-journal (peer review model, OA license, APC/waivers). Always confirm the selected journal's "For Authors" section.

A) JOURNAL FIT (SCOPE + ARTICLE TYPE)

☐ I selected the correct journal for my topic and methods (aims & scope match).

☐ I selected the correct article type (e.g., Research Article / Review / Case Study / Short Communication).

☐ My manuscript length fits the journal's expectations (word count, figures/tables, references).

☐ If the journal requires double-blind review, I prepared the correct blinded files (see section C).

B) SUBMISSION PACKAGE (FILES)

Required files (typical)

☐ Main manuscript file is ready (DOCX preferred unless journal requests PDF).

☐ Figures are included correctly (embedded OR uploaded separately, as required).

☐ Tables are editable (not pasted as images).

☐ Supplementary material (if any) is clearly labeled and referenced in the manuscript.

☐ Cover letter is included (recommended).

C) DOUBLE-BLIND REVIEW COMPLIANCE (IF APPLICABLE)

(Only if the selected journal uses double-blind peer review)

☐ I created a separate Title Page file with all author information.

☐ The main manuscript file is blinded:

  ○ No author names or affiliations anywhere.

○ No acknowledgements that identify authors/institutions.

○ Funding information removed if it identifies authors/institutions (journal-dependent).

○ Self-citations are written neutrally (e.g., "Prior work has shown…" rather than "In our previous work…").

☐ File metadata does not contain author names (Word → File → Info → Inspect Document).

D) MANUSCRIPT STRUCTURE: APA 7 BASE

Front matter

☐ Title is clear, specific, and reflects the main contribution.

☐ Abstract is complete (typical 150–250 words unless journal says otherwise).

☐ Keywords included (3–7 keywords).

Main text

☐ Headings are consistent and use Word styles (Heading 1/2/3).

☐ Sections are logically structured (e.g., Introduction, Method, Results, Discussion, Conclusion) or appropriate

for the article type.

☐ Methods are detailed enough to reproduce the work (data, sampling, measures, analysis).

☐ Limitations are stated appropriately.

☐ All abbreviations are defined at first use.

Language/quality

☐ Grammar and clarity checked (professional academic writing).

☐ Units, notation, and terminology are consistent.

☐ All claims are supported with evidence or citations.

E) TABLES, FIGURES, AND PERMISSIONS

☐ Every table/figure is cited in the text in the correct order (Table 1, Figure 1, etc.).

☐ Captions are clear and complete (APA-style sentence case is recommended).

☐ Tables are editable (created with Word table tool).

☐ Figure quality is sufficient (recommendation: 300 dpi for images).

☐ If any figure/table is reproduced or adapted:

○ I obtained permission if needed.

○ I included an attribution note/credit line in the caption.

☐ I did not manipulate images/data in a misleading way (no unethical enhancements).

F) REFERENCES (APA 7)

In-text citations

☐ All in-text citations follow APA author–date format.

☐ Every in-text citation appears in the reference list.

☐ Every reference list entry is cited in the text.

Reference list

☐ Reference list is alphabetized by first author surname.

☐ Hanging indent is applied (APA 7 format).

☐ DOIs are included when available in URL format: https://doi.org/xxxxx

☐ URLs are included only when appropriate (e.g., webpages, reports, items without DOI).

G) ETHICS, TRANSPARENCY, AND REQUIRED STATEMENTS

Funding statement

☐ Included a Funding statement.

• If none: "This research received no specific grant from any funding agency."

Competing interests (COI)

☐ Included a Competing Interests statement.

• If none: "The authors declare no competing interests."

Ethics approval (if applicable)

☐ Human subjects: ethics approval stated (committee name + approval ID/date) and consent described.

☐ Animal research: institutional welfare approvals stated.

Data availability statement

☐ Included a Data Availability statement (one of the following applies):

    ○ Open: "Data and code are available at [Repository], https://doi.org/[DOI]."

    ○ On request: "Data are available from the corresponding author upon reasonable request."

    ○ Restricted: "Data are restricted due to [reason], but may be accessed under [conditions]."

    ○ Not applicable: "No datasets were generated or analyzed during the current study."

AI use disclosure (if applicable)

☐ If I used AI tools (writing, coding, analysis, image generation), I disclosed:

    ○ tool name(s) and purpose

    ○ where AI was used (Methods / Acknowledgements / AI statement)

☐ AI tools are not listed as authors.

Preprints / prior dissemination

☐ If the manuscript was posted as a preprint, I disclosed the preprint link/DOI.

☐ I disclosed any overlap with prior publications and explained what is new.

Duplicate submission

☐ This manuscript is not under review elsewhere (no duplicate submission).

H) COVER LETTER (RECOMMENDED)

☐ Cover letter is 1 page and includes:

    ○ Manuscript title + article type

    ○ 2–3 sentence summary of the main contribution

    ○ Why it fits the journal's scope and audience

    ○ Confirmation: original work, not under review elsewhere

    ○ Ethics compliance and conflict of interest disclosure (if needed)

    ○ Suggested reviewers (optional, if journal allows)

I) SUBMISSION FORM METADATA (COMMONLY MISSED)

- [ ] Author names and affiliations entered correctly (spelling, order).
- [ ] Corresponding author details are correct (email especially).
- [ ] Keywords entered (match manuscript keywords).
- [ ] Abstract entered matches the manuscript abstract.
- [ ] Funding information entered (if required in the system).
- [ ] ORCID included for authors (if available).
- [ ] Declarations completed (COI, ethics, AI use, data availability).

COMMON REASONS A SUBMISSION IS RETURNED (AVOID THESE)

1. Missing ethics approval / consent statement (when required)

2. Missing COI or funding statement

3. Missing data availability statement

4. Incomplete author information or wrong corresponding email

5. Tables pasted as images / figures missing captions

6. In-text citations not matching reference list

7. Not blinded correctly for double-blind journals

8. Scope mismatch with the journal