

FREE ACADEMICFIX RESOURCE

Journal Submission Readiness Checklist

A 64-point final review for manuscript consistency, references, reporting declarations and the complete upload package

GENERAL GUIDE - ALWAYS APPLY THE TARGET JOURNAL'S CURRENT AUTHOR INSTRUCTIONS

Prepared and manually reviewed by AcademicFix

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No sign-up required. No file or personal data is collected.

Eight review areas

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How to use this checklist

This journal-neutral resource helps reveal common technical and internal-consistency risks. It does not replace the target journal's current instructions, peer review, specialist methodological assessment or editorial judgment, and it cannot guarantee review or acceptance.

- + Keep the target journal's current author instructions beside this checklist.
- + Mark each line as complete, needs attention or not applicable.
- + Record the supporting page, file or journal rule for high-risk items.
- + Repeat the final-file checks after every last-minute change.

Ten-minute priority check

- + Open the final files, not the working drafts.
- + Compare the title page, blinded manuscript and submission-form author details.
- + Match abstract sample size and central results to the final manuscript.
- + Check every table and figure callout, label, caption and file.
- + Reconcile a final export of citations and references in both directions.
- + Search for comments, tracked changes, identifiers and placeholder text.
- + Confirm declarations, reporting checklists and supplementary uploads.
- + Save an untouched copy of the exact package before submitting.

Readiness scorecard

For each applicable item, assign Complete = 1 and Needs attention = 0. Exclude Not applicable items from the denominator.

Readiness score = Complete items / Applicable items x 100

1. Journal requirements and file map

No.	Check	Requirement	Status / note
1	☐	I have selected a named journal and confirmed that the manuscript fits its current aims and scope.	
2	☐	I have opened the journal's live author instructions and recorded the access date or current version.	
3	☐	The article type, word-count method, abstract format and reference style are confirmed.	
4	☐	The required title page, blinded manuscript, cover letter, highlights and supplementary files are listed.	
5	☐	Accepted file formats, image specifications and maximum upload sizes are recorded.	
6	☐	Required reporting guidelines or checklists have been identified for the study design.	
7	☐	Submission-system fields and declarations have been reviewed before the final upload day.	
8	☐	Any uncertainty in the journal instructions has been recorded for clarification rather than guessed.	

2. Authorship and anonymous review

No.	Check	Requirement	Status / note
9	☐	Author names, order, affiliations and corresponding-author details match across every file and form.	
10	☐	ORCID values and contribution statements belong to the correct authors and use consistent names.	
11	☐	All listed authors have approved the submitted version and the intended journal.	
12	☐	The blinded manuscript contains no unintended names, affiliations, acknowledgements or self-identifying text.	
13	☐	Tracked changes, comments, headers, footers and document properties have been inspected for identifiers.	
14	☐	Self-citations are phrased and formatted according to the journal's anonymous-review policy.	
15	☐	Funding and acknowledgements appear only in the location permitted during peer review.	
16	☐	The title page contains every author detail requested by the journal and nothing contradictory.	

3. Title, abstract, keywords and structure

No.	Check	Requirement	Status / note
17	☐	The title accurately reflects the study without unsupported claims, unexplained abbreviations or avoidable jargon.	
18	☐	The abstract uses the required structured or unstructured format and stays within the stated limit.	
19	☐	Sample size, setting, methods, central results and conclusion agree between the abstract and main text.	
20	☐	Keywords meet the journal's number, vocabulary and formatting rules and add useful discoverability.	
21	☐	Heading levels form a complete and logical hierarchy without skipped or visually ambiguous levels.	
22	☐	Section order and naming follow the selected article type and journal instructions.	
23	☐	Abbreviations are defined at first use in the abstract and again in the main text when required.	
24	☐	Running title, highlights, key points or graphical-abstract text are consistent with the manuscript.	

4. Method and reporting completeness

No.	Check	Requirement	Status / note
25	☐	The research question or objective is explicit and leads to the stated design and analysis.	
26	☐	Setting, participants, inclusion criteria, exclusions and recruitment are described consistently.	
27	☐	Measures, materials, instruments and procedures are identifiable enough for scholarly assessment.	
28	☐	Primary and secondary outcomes or variables are defined before they are interpreted in the results.	
29	☐	Sample-size reasoning and any deviations from the planned method are reported where applicable.	
30	☐	Ethics approval, consent and registration information match the study and supporting records.	
31	☐	The appropriate reporting guideline has been checked and any required checklist is ready to upload.	
32	☐	Method labels, group names, time points and sample sizes remain stable across all sections.	

5. Analysis, results and claims

No.	Check	Requirement	Status / note
33	☐	Every reported primary analysis corresponds to a described method and research question.	
34	☐	Analysis names, variables, groups, reference categories and model versions are used consistently.	
35	☐	Sample sizes, exclusions and missing-data counts reconcile across text, tables and flow diagrams.	
36	☐	Statistical symbols, units, decimal places, confidence intervals and effect measures are formatted consistently.	
37	☐	Results are reported as findings rather than interpreted prematurely or repeated without purpose.	
38	☐	The discussion distinguishes observed results from interpretation, comparison and speculation.	
39	☐	Limitations and uncertainty are stated in proportion to the design and available evidence.	
40	☐	The conclusion stays within the population, outcomes and evidence actually reported.	

6. Tables, figures and supplementary files

No.	Check	Requirement	Status / note
41	☐	Every table and figure is cited in the text, exists once and follows a complete numbering sequence.	
42	☐	Captions, titles, notes, abbreviations and statistical markers are complete and understandable.	
43	☐	Values, labels, units and sample sizes agree between visuals, captions and the results narrative.	
44	☐	Tables and figures add information without unnecessary duplication of the same results in prose.	
45	☐	Image resolution, dimensions, file type and colour requirements match the journal's instructions.	
46	☐	Figures remain legible when reduced and do not rely only on colour to communicate meaning.	
47	☐	Supplementary files have stable names, numbering, citations and enough context to be interpreted.	
48	☐	No confidential, identifying, tracked or unintended material remains in visual or supplementary files.	

7. Citations, references and DOI integrity

No.	Check	Requirement	Status / note
49	☐	Every in-text citation has one matching reference-list entry.	
50	☐	Every reference-list entry is cited in the current manuscript unless the journal permits a bibliography.	
51	☐	Author names, year, title, source, volume, issue, pages or article number match a reliable record.	
52	☐	Each DOI resolves and its landing page identifies the work described in the reference.	
53	☐	DOI links use one consistent format and no DOI has been invented for a source that lacks one.	
54	☐	Preprints, accepted manuscripts, corrections and final published versions are not conflated.	
55	☐	Possible duplicates, same-author chronology and same-year suffixes have been checked.	
56	☐	The final citation-reference reconciliation was repeated after the last substantive revision.	

8. Declarations and final upload package

No.	Check	Requirement	Status / note
57	☐	Ethics, consent, funding, conflict-of-interest and author-contribution statements are accurate and complete.	
58	☐	Data, code and materials availability statements reflect what can actually be accessed and under what conditions.	
59	☐	Permissions or licences are documented for third-party figures, scales, tables or substantial reproduced material.	
60	☐	Any use of generative AI is disclosed when and where the journal or relevant policy requires it.	
61	☐	All files were opened after final conversion and checked for page completeness, fonts, links and hidden content.	
62	☐	File names, versions and upload order are clear, final and consistent with the submission system.	
63	☐	The cover letter and submission-form answers agree with the manuscript and declarations.	
64	☐	A dated, read-only copy of the exact submitted package is stored separately before upload.	

Readiness scorecard

For each applicable item, assign Complete = 1 and Needs attention = 0. Exclude Not applicable items from the denominator.

Readiness score = Complete items / Applicable items x 100

Score	Interpretation
90-100%	Ready for a final journal-specific review
75-89%	Targeted corrections are still needed
Below 75%	A structured pre-submission review is recommended

Issue and decision log

File / section	Issue or decision	Owner	Status / date

Recommended final submission package

- + Approved editable manuscript and final title page
- + Blinded manuscript prepared for the journal's review model
- + Final tables, figures and supplementary files
- + Reporting checklist and any registration or ethics records requested
- + Cover letter and consistent submission-form information
- + Dated archive copy of the exact uploaded package

What this checklist can and cannot do

This journal-neutral resource helps reveal common technical and internal-consistency risks. It does not replace the target journal's current instructions, peer review, specialist methodological assessment or editorial judgment, and it cannot guarantee review or acceptance.

Need a file-specific review?

AcademicFix manually applies the named journal's requirements, checks reference and DOI traceability, and delivers separate technical and editorial observations. We do not write or ghostwrite the manuscript.

academicfix.com/en/manuscript-formatting