

My Final Checklist for Sending	
Submission cover letter	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Abstract meets journal's requirements	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Keywords meet journal's word count and other requirements	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article meets word count limits	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article meets article type requirements	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Potential reviewers' names and contact information, if required, compiled	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article anonymized for peer reviewers	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Illustrations, if any, meet requirements for submission, including file format, separate files, naming, resolution, captions, titles, and callouts	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Permissions, if any required, solicited	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article meets style requirements in terms of format, including spelling, punctuation, font, line spacing, subheads, and non-English words	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article meets style requirements regarding documentation, including all citations' title wording, spelling of author names, and publication year matching their entry in the Works Cited list	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article meets style requirements for quotations, including documenting all quotations and quoting them correctly from their source	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article meets style requirements in terms of notes	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Article meets document file format requirements (e.g., PDF, MS Word)	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Author and coauthor (if any) information collected, including postal and/or email addresses, ORCiDs, preferred names, and description of coauthor roles	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Geolocation, if appropriate, provided	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Warrants meet standards about authorship, copyright, previous publication, review elsewhere, human subjects, and conflicts of interest	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Final spell-check of article performed	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Electronic reminder set for three weeks (SciQua) or three months (HumInt) from date of submission (for checking in with the editor about its progress)	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Backup file of the article saved, the exact version submitted	<input type="checkbox"/> Completed <input type="checkbox"/> To do
Electronic document file started for listing any changes that come to mind before the article comes back	<input type="checkbox"/> Completed <input type="checkbox"/> To do