Journal manuscript submission checklist

LabeebWriting.com

Use the target journal’s current instructions for your article type. Assign each check to an author and verify it against the submission proof.

Working table

Requirement and source	File or verification	Owner and status
Figure and caption match · Journal author instructions	Compare Figure 2 in the manuscript, figure file and submission preview	Corresponding author · To verify

Decisions to record before continuing

Item	Your notes
Journal, article type and instructions checked on	
Reporting guideline and required author declarations	
Final proof version and confirmation number	