

QUESTIONS TO CONSIDER PRIOR TO SUBMITTING AN ORIGINAL RESEARCH ARTICLE

| MANUSCRIPT SECTIONS | ITEMS/QUESTIONS TO CONSIDER |
|---------------------------------|--|
| Title | <ul style="list-style-type: none"> <input type="checkbox"/> Does the title accurately reflect the content of the manuscript? <input type="checkbox"/> Does the title follow the criteria outlined in the journal/conference submission guidelines? |
| Abstract | <ul style="list-style-type: none"> <input type="checkbox"/> Does the abstract follow the guidelines of the submission type? <input type="checkbox"/> Is there sufficient information for the reader to decide whether or not to read the paper? <input type="checkbox"/> Are the findings presented objectively? |
| Introduction | <ul style="list-style-type: none"> <input type="checkbox"/> Is the relevance/importance of the topic presented, followed by a description of the gap field? <input type="checkbox"/> Consider using the “problem, gap, hook heuristic” (see Lingard, <i>The Writer’s Craft</i>, 2015) <input type="checkbox"/> Is there prior work or theory to support the authors’ approach? <input type="checkbox"/> Are the aims of the study and hypotheses clearly stated? <input type="checkbox"/> Does the paper offer sufficient background citations? This may be less appropriate/necessary if the information presented is completely new. |
| Method | <ul style="list-style-type: none"> <input type="checkbox"/> Are the methods organized and presented to conform to the journal’s pre-specified format? <input type="checkbox"/> Are the methodological approaches and data sources of high quality? <input type="checkbox"/> Was the study design appropriate for the research question? <input type="checkbox"/> If applicable, is there an explicit statement of ethical review and approval (e.g., by an IRB) for studies directly involving human subjects or data about them” <input type="checkbox"/> If the paper employs quantitative methods: <ul style="list-style-type: none"> <input type="checkbox"/> Are the statistical methods appropriate? <input type="checkbox"/> Should the editor get a statistical review of the manuscript? <input type="checkbox"/> If the paper employs qualitative methods: <ul style="list-style-type: none"> <input type="checkbox"/> Is there theoretical support for the methods provided? <input type="checkbox"/> Are the qualitative methods rigorous and appropriate? |
| Results | <ul style="list-style-type: none"> <input type="checkbox"/> Are the results presented objectively and clearly? <input type="checkbox"/> Are negative findings presented as well as positive findings? <input type="checkbox"/> For quantitative studies, is the magnitude of differences as well as statistical significance presented? <input type="checkbox"/> For qualitative studies, do the results provide sufficient narrative data to tell a coherent story? |
| Discussion | <ul style="list-style-type: none"> <input type="checkbox"/> Does the discussion compare, contrast, and situate the data within the existing literature? <input type="checkbox"/> Are limitations and their potential effects on the results discussed? <input type="checkbox"/> Are the conclusions appropriately conservative and supported by the data? |
| Tables and Figures | <ul style="list-style-type: none"> <input type="checkbox"/> Do the tables and figures present data in a visually clear manner? <input type="checkbox"/> Are tables and figures appropriately labeled and titled? <input type="checkbox"/> Are all of the figures and tables necessary? |
| References | <ul style="list-style-type: none"> <input type="checkbox"/> Are the references formatted in the journal’s pre-specified format? <input type="checkbox"/> Are the references relevant and up to date; are there too many references? <input type="checkbox"/> Are there additional references that should be added, to strengthen the manuscript? |
| | |
| Other Issues to Consider | <ul style="list-style-type: none"> <input type="checkbox"/> Is the submission relevant to the mission of the journal and its audience? <input type="checkbox"/> Is the text is well written, well organized, easy to follow, and within the word limits for the specific submission type? <input type="checkbox"/> Are the ideas and materials of other authors are correctly attributed? <input type="checkbox"/> Are there are no instances of plagiarism (to include self-plagiarism)? <input type="checkbox"/> Have any apparent conflicts of interest been appropriately disclosed? |