Checklist for designing and completing a study, and preparing and submitting the results to a journal

| How to use this checklist: Data can be entered by double-clicking the underli | ine |
|--|-----|
| and typing in the entry. | |
| Date this checklist started:; Date of publication: | |
| Study name: | |
| Authors (with initials): | |
| Target journal for publication: (URL final pub: |) |
| Overview of stages in research design, completion, and publication | |
| Completed Deadline Started Stage Assigned to | |
| Example 14/3/2018; 15/3/2018; 24/1/2018; <i>Study design</i> ; J.W.S, R.S., & P.W.D | |
| ;; <u>Study design</u> ; | |
| ;; <u>Set up study</u> ; | |
| ;;; Complete study; | |
| ;; <u>Statistical analysis;</u> | |
| ;; <u>Prep tables & figures;</u> | |
| ;; <u>Write article</u> ; | |
| ;; <u>References;</u> | |
| ;; <u>Permissions</u> ; | |
| ;;; <u>Approved by all authors;</u> | |
| ;; <u>Out for editing service;</u> | |
| ;; <u>Review & finish;</u> | |
| ;; <u>Submit to journal;</u> | |
| ;; Respond to reviewers; | |
| ;;; <u>Final approval all authors;</u> | |
| ;;; <u>To journal after response to reviewers;</u> | |
| ; ; <u>Social media & follow-up;</u> | |



| Resea | rch & publicat | ion checklist for st | tudy | pag | e 2 |
|-----------------------------|--|-----------------------------------|-------------------|---|-----|
| | • | | | Current date 14 May 20 |)18 |
| Study des | ign: details | 5 | | | |
| | | | | Assigned to | |
| Decide stud | dy name | | | | |
| First choice: | · | | Reviewed | by (initials) | |
| Second cho | ice: | | Reviewed | l by (initials) | |
| the specific Graziano, M | the statistical as analyses that M. L. Raulin. R | will be conducted esearch methods | should be planned | fter the data have been collected, prior to data collection." A. M. , NY: Allyn & Bacon, 2013. rial.htm] | |
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| Research & publication che | ecklist for study | page 3 |
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| | | Current date 14 May 2018 |
| Set up study: details | | |
| - | Stage Assigned to ; Set up study; | |
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| Rese | arch & public | cation checl | klist for study _ | | | page |
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| Resea | arch & publicati | on checklist for study _ | page Current date 14 May 201 | |
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| Statistical | analysis: o | letails | Current date 14 May 20. | LO |
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| Research & publication checklist for study | page 6 |
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| | Current date 14 May 2018 |

| Prep | tables | & | figures: | details |
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| | | | Stage Prep tables & figures | _ | |
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| Preparation | of tables | | | | |
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| Res | earch & publi | cation checklist for study | page 7 |
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| Write arti | icle: detai | ls | |
| | | Started Stage ; Write article; | |
| Write Met | thods | | |
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| Write Abs | stract & key | /words | |
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| Resea | rch & publicati | on checklist for st | udy | | page 8 |
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| Research & publication checklist for study | page 9 |
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| Permissions: details | Current date 14 May 2018 |
| | Assigned to |
| Summary: permissions needed for | |
| Table : Copyright owner 1: ; Copyright | nt owner 2:; |
| Copyright permissions agent (e.g., Copyright Clearar with copy of terms & conditions for reproduction and | |
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| Review all materials for permissions required Finished Due by Assigned | (Address) |
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| Get permissions | |
| Finished Due by Assigned;;; Assigned to | (Address) (); |



| Research & publication checklist for study | page 10 |
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| | Current date 14 May 2018 |

| Prepare written verification (of permissions granted) for journal publisher | | | | |
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| Finished Due by | Assigned | (Address) | | |
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| Comments | | | | |

Resources

Copyright Clearance Center: http://www.copyright.com/

Springer Nature Rights & Permissions: https://www.springer.com/gb/rights-

permissions/obtaining-permissions/882

Draft article approved by all authors (pre-outside edit): details

| Completed | Due by | Started | Stage | Assigned to |
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| | | . , | ; Signed off by | / all authors; |

Reviewed & approved by all authors

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Research & publication checklist for study _____

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| Research & publication checklist for study | page 1 |
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| | Current date 14 May 201 |

| Acknowle | dged by outside editor |
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| Date | ; Acknowledged by (name & title):; at |
| | journal; at address |
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| | ived from outside editor |
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| Cover lette | er: File (location\filename): |
| Title page: | File (if not in text; location\filename): |
| title of arti | icle, authors' names & affiliations, financial support statement, any conflicts of interest, |
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| Research & publication checklist for study | page 14 |
|--|--------------------------|
| | Current date 14 May 2018 |

Resources: editorial service options

Freelance editor

Timothy DeVinney, tdev@healthsciedit.com, http://www.healthsciedit.com/ (medium edit per 250-word page: £12.50, \$16.50, €14.80)

Manuscript-editing service

American Journal Experts, https://www.aje.com/services/editing/ (medium edit per 250-word page: ca. £18.01, \$23.95, €20.30)

Editage, https://www.editage.com/ (medium edit per 250-word page: request quote)

Elsevier WebShop, https://webshop.elsevier.com/languageservices/ (medium edit per 250-word page: ca. £16.92, \$22.50, €19.00)

Wichtig Editing Services, http://editage.wichtig.com/editing-services.php (medium edit per 250-word page: £16.92, \$22.50, €19.00)

Freelance editors (online directory)

Society for Editors and Proofreaders in the UK: https://www.sfep.org.uk/directory/ (search for an outside editor, proofreader, or indexer by subject area; rates vary)



| Resear | ch & publicatio | n checklist for | study | page 15 |
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| | | | | Current date 14 May 2018 |
| Review & | finish draft | article (aft | er outside edi | t): details |
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| addresses, | , telephone & fa | x numbers; bri | ef description of arti | cle, reason the research presented is |
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| Resear | ch & publicatio | n checklist fo | r study | page 16 |
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| | | | | Current date 14 May 2018 |
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| Resear | ch & publicatio | on checklist for s | tudy | page 1 | 8 |
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Final article approved by all authors (after update in response to reviewers): details

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Comments

| Research & publication checklist for study | | | | - page 20 | | | | |
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Return to journal after response to reviewers: details Completed Deadline Started Stage Assigned to Follow-up cover letter to target journal Finished Due by Assigned (Address) ____; _____; Assigned to _____(_____); Follow-up cover letter & MS sent to target journal Date ; Sent to (name & title): ; at _____ journal; at address _____. Cover letter: File (location\filename): _____ should include title of article, authors' names & affiliations; corresponding author's postal & e-mail addresses, telephone & fax numbers; brief description of article, reason the research presented is of importance, statement that the article is original, not previously published, and not being considered elsewhere; software used (incl. versions); list of parts sent (no. of tables, etc.) & supplemental materials for online version of article Title page: File (if not in text; location\filename): _____ title of article, authors' names & affiliations, financial support statement, any conflicts of interest, multiple lead authors, deceased author, other notes List of special characters: (location\filename): (if requested by publisher, to be completed in format - e.g., for è: "è, e with grave [U+00E8]"; list so typesetter can search for & mark) Permissions list: File (location\filename): Text: File (location\filename): _____ Tables: File (if not in text; location\filename): ______ Figs: File (if not in text; location\filename): Appendices: File (if not in text; location\filename): ______ Suppl material: File (if not in text; location\filename): _____ File (if not in text; location\filename): _____ _____ File (if not in text; location\filename): _____ _____ File (if not in text; location\filename): _____



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Research & publication checklist for study ______ - page 21 Current date 14 May 2018

| Research & p | oublication checklist f | or study | page 22 |
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