

Pre-Publication Editing Checklist

General Paper Formatting:

- Check your title, abstract, author information, and keywords to make sure they effectively communicate your purpose while also following your journal's formatting requirements
- Check that you are within the word count required by the journal
- Check your headings and subheadings to make sure they are consistent and formatted correctly (bolded vs. italics, capitalized vs. title case)
- Check that any running headers or page numbers are consistent and meet the journal requirements
- Make sure your font is readable and double check that no formatting issues arise in the submission portal when submitting

References:

- Check that all in-text citations are listed in the reference list and vice versa. If there are sources in the reference list not cited in the text, remove them. If there are sources cited in the text not in the reference list, be sure to add them to the reference list.
- Check that all citations, both in-text and reference list, follow a consistent style guide in accordance with the journal's requirements
- Check that all references to a source in the text is clearly cited so there is no question where information is coming from
- Check that any footnotes or endnotes are numbered consistently and follow any formatting requirements laid out by the journal
- Check that all the information in sources is accurate (author names, dates, etc.)

Tables/Graphs/Figures:

- Check that all tables, graphs, and figures are accurately titled in accordance to how they are referenced in the text of the paper
- Check that titles and captions effectively communicate the content of the figures and follow journal guidelines
- Check for spelling errors in figure titles, axes, and captions
- Check that figures are legible in terms of font, size, and color contrast
- Check that all axes are appropriately labelled and that any units of measurement are referred to consistently between tables and texts (mm vs. millimeters)

General Proofreading:

- Check for general spelling and grammatical errors with another read through or peer review
- Check for commonly misused terms (affect vs. effect; continually vs. continuously, etc.)
- Check acronyms and abbreviations to be sure they are spelled out on first reference and used consistently throughout the paper
- Check punctuation usage against journal style guide (spaces after a period, spaces around hyphens, en-dashes, and em-dashes, etc.)
- Check for ambiguous wording, especially sentences that begin with vague language such as “This” or “It” without specifying the subject