



## Checklist for Instructions to Authors

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Instructions to Authors provide authors with the details required by a journal for manuscript preparation and submission. In addition to general formatting guidelines, journals play a critical role in the research process by identifying best practices for publication ethics. The checklist below is designed to assist publication professionals interested in strengthening their guidelines or revising an existing one. The checklist is not exhaustive, but provides a framework by which journals can best inform their readers of a journal's publication practices.

### I. Copyright Practice

- All authors sign copyright
- One author signs copyright

### II. Authorship

- Authorship criteria
- Revisions approved by all authors
- Final versions approved by all authors
- All authors sign off prior to submission
- Listing of author contributions
- Acknowledgment criteria

### III. Reference Practices

- Permission for personal communications
- Submit "in press" or "submitted" manuscript

### IV. Publishing Practices

- Notification of prior publication
- Data deposited in clinical or other structured database
- Duplicate publishing (language)
- Simultaneous submission

### V. Financial Disclosures

- Identifying financial support for research
- Full financial disclosure for authors

VI. Peer Review

- Reviewer conflict of interest
- Financial disclosure
- Referee suggestions made by author
- Confidentiality of manuscript ensured by reviewer

VII. Human Subject Research

- Helsinki Declaration
- IRB Review
- Permission to use pictures

VIII. Animal Research

- Use and care of animals

IX. Correcting literature

- Does the journal address retractions?
- Does the journal address corrections?
- Do the details regarding literature corrections address what signatures are necessary before literature corrections are made?

X. Research Misconduct

- Defines research misconduct; what it does and does not include
- Explains process for handling manuscripts in question
- Does the journal address the types of administrative sanctions it will impose should scientific misconduct be determined?
- Is a letter of reprimand issued to author, institution, funding agency?