

# Research manuscript major steps checklist

- Consultation and discussion with research team members the subject for the Literature review
- Define objectives (require originality), study protocol (optimal methodology and statistical analysis), and novelty (importance to field)
- Perform study and collect data
- Statistical analysis of results
- Discuss with research team the probable results to publish (i.e., the core message)
- Short list of possible journals to publish in
- Read Guide for Authors of proposed first journal
- Agree type of paper (e.g. regular or short)
- Convert most results into figures and tables
- Decide final results to publish via agreement with research team
- Decide which articles to cite
- Create working (draft) title to manuscript
- Write abstract and select best keywords as per journal guideline
- Write introduction
- Describe method(s) clearly enough to allow for reproducibility
- Present and discuss all results shared with readers with final conclusions and future directions
- Decide whether any extra data should be included in the Supplement, or where possible, in a linked Data micro-article
- Export references list from citations database into journal style
- Agree co-authors sequence from research team
- Reread Guide for Authors and ensure whole manuscript complies (e.g., highlights, graphical abstract etc..)
- Polish entire manuscript into good English style and circulate to research team for review
- Finalise Title and ensure all authors agree with final version of manuscript to be submitted
- Write motivated covering letter to editor, indicating disclosures, and possible referees
- Submit manuscript to chosen journal.....

## If rejected:

- Get angry for short while
- Revise paper following referees suggestions (may need additional analyses)
- Rewrite/rearrange to match the Guide for Authors of second journal on list
- Polish the language of revised manuscript and circulate out to research team for review
- Write different covering letter to editor with different focus
- Ensure all co-authors agree with final submitted version
- Submit manuscript

## If revision:

- Agree amongst co-authors who will rewrite which sections (including any new analyses)
- Read Guide for authors and identify all content innovation supported by the journal. Include appropriate information in relevant formatting to enhance the content of your article if accepted.
- Polish the language on revised paper
- Write a 'point by point' response to the referees' comments
- Add a polite, convincing, Rebuttal if need be and circulate the Response to Reviews and Revised manuscript to research team for review
- Ensure all co-authors agree with final submitted revision
- Resubmit manuscript

## Once accepted:

- If journal allows, make short slide show/talk to 'embed' in your article online
- Carefully check author proofs and approve or send corrections if needed
- When article published use social media to spread the DOI of article
- Promote publication and document achievement/publication. E.g. Update author's online list of publications, ORCID, and CV with paper's metadata