Your pre-submission checklist

Use this checklist to make sure that you don’t miss anything important during the submission process.

Choosing a journal

- Is your article a good fit for the target journal?
  - Make sure you’ve read the aims and scope.
- Does the target journal offer the right open access options for you?
  - Check all the options using our cost finder tool – it has license and embargo information too.

Writing your paper

- Have you read the instructions for authors (IFAs)?
- Are you compliant with the Taylor & Francis Editorial Policies?
- Is your article easy to read? Check that:
  - Your article has a logical structure
  - You’ve clearly described your research methodology and approach
  - You’ve used clear, accessible language
- Have you cited sources appropriately to support any claims made in the article?
- Have you written an effective title and abstract?
- Have you identified 5-6 appropriate keywords?

Submission checklist

- Have you registered for an account for the journal’s submission system?
  - You can find submission system information in the IFAs. We’ve created guides on using the different systems that walk you through the process.
- Have you prepared your research data ready to share (if you need or want to)?
- Is your article formatted following the journal’s guidelines?
- Have you included all references in your reference section?
- Do you have the correct files ready to upload?
- Have you written an effective cover letter?
- Do you have written permission for any third-party materials you’ve included?
- Have you included the name and affiliation of any co-authors?
- Have you included your ORCiD?
- Have you included a disclosure statement and declared any competing interests?

Visit our Author Services website for further help and resources to ensure you are ready to submit.

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