

Checklist for Completing Your Manuscript

INTRODUCTION

- Are the components there?
 - Background
 - Unknown
 - Question/ purpose
 - Experimental approach
 - Results/conclusion
 - Significance
- Is the research question stated precisely? (Is it in present tense?)
- Do all the components logically follow each other?
 - Is the unknown what one would expect after reading about is known?
 - Is the research question really the question one would anticipate based on the unknown?
 - Does the answer really *answer* the research question?
- Is all background information directly relevant to your research question?
 - Did you cite only the most pertinent literature and not review the topic?
 - Are the references placed correctly and where needed?
 - Did you report only the important *results* from your references, and not background information from their Introductions?
 - Have all references been cited correctly (format) in the text?
- Have all the elements been signaled clearly? (Ch. 2)
- Is the Introduction cohesive and coherent? (Ch.4)

MATERIALS AND METHODS

- Do the Materials and Methods describe all the procedures done to obtain the results presented?
- Are sufficient details and/or references provided such that the work could be repeated by others?
- Are the procedure descriptions logically grouped and organized?
 - Have you used subheadings to help
- Are topics signaled and linked?
- Did you pay attention to voice (mainly passive)?
- Did you ensure that major results are not stated in the M&M section?
- Is the purpose stated for any procedure whose function is not clear?

RESULTS

- Did you report all main findings as well as other important findings?
- Are your most important results and their interpretation provided in the beginning of the Results section?
- Are Control results reported?
- Does each results segment or paragraph contain all components (purpose of experiment, experimental approach, results, and their interpretation)?
 - Is the purpose of each experiment apparent?
 - Is the experimental approach provided?

- Are results interpreted?
- Are all components (above) signaled?
- Is the reader pointed to all figures and tables individually?
 - Have the tables been organized to place information where the reader will expect to find it?
 - Are the Figures clearly presented with independent variable on the X-axis and dependent variable on the Y-axis?
 - Do the Table captions and Figure legends provide all necessary information needed for them to stand alone?

DISCUSSION

- Did you interpret the main findings?
- Is the interpretation/answer to the research question in the first paragraph?
- Is the answer followed by supporting evidence?
- Is a summary paragraph placed at the end of the Discussion?
- Is the significance of the work apparent and clear?
- Did you compare and contrast your findings with those of other published results?
- Did you explain any discrepancies, unexpected findings, and limitations?
- Did you provide generalizations where possible?
- Did you avoid restating or summarizing the results?
- Are all elements signaled?

ABSTRACT

- Is the question/purpose stated clearly?
- Is the experimental approach stated?
- Are the results indicated?
- Is the answer/conclusion provided?
- Are all the elements signaled?
- Is the length within the required limits?
- Is the significance of the work apparent?

LITERATURE CITED

- Have all references cited in the paper been included in your Literature Cited list?
- Have the citations been formatted according to the rubric in the HTWG and Instructions for Authors?
- Have the citations been alphabetized according to the first author last name?
- Are all citations in your Literature Cited referenced in the text of the paper?

TITLE

- Does the Title describe the paper adequately and accurately by context, and, when possible, the main finding?
- Are appropriate key words included that would make the paper findable using a key word search?

THE WRITING

- Within sections, all paragraphs are in a logical sequence?
 - All paragraphs have clear topic sentences?
 - Content of each paragraph stays on topic?
- All sentences express concrete and necessary information to move the paper forward?
 - Sentences do not contain unnecessary, superfluous phrases?
 - Important, new information is placed at the end of sentences?
 - Every word in each sentence is necessary to convey the information?
 - Sentences are written as clearly and concisely as possible.
- Terminology and acronyms are used appropriately and consistently throughout the paper?
- We read the paper aloud to detect grammatical errors, unclear sentences, missing commas, and other incorrect punctuation.

NOTES ON THINGS TO FIX WHILE EDITING AND REVISING