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 signalled?
- 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?
  o All paragraphs have clear topic sentences?
  o Content of each paragraph stays on topic?

☐ All sentences express concrete and necessary information to move the paper forward?
  o Sentences do not contain unnecessary, superfluous phrases?
  o Important, new information is placed at the end of sentences?
  o Every word in each sentence is necessary to convey the information?
  o 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