PRE-SUBMISSION INTEGRITY CHECKLIST

28 practical checks for researchers preparing a manuscript. Record findings and resolve exceptions with the responsible authors. This checklist is a review aid, not an institutional certification or a substitute for the target venue's requirements.

01 / RESEARCH & AUTHORSHIP

- ☐ 01 Confirm that the manuscript reports the researchers' own work and that the source data are available for review.
- ☐ 02 Check that each named author meets the target venue's authorship requirements and approves the contribution record.
- ☐ 03 Acknowledge editorial, writing, statistical, and technical assistance where required.
- ☐ 04 Confirm that empirical claims, figures, and conclusions are supported by the original research records.

02 / ATTRIBUTION & REFERENCES

- ☐ 05 Attribute borrowed ideas, methods, images, and text to the appropriate original sources.
- ☐ 06 Check direct quotations for accurate wording, quotation marks, and complete citations.
- ☐ 07 Verify that in-text citations match the bibliography and that reference details and available DOI links are correct.
- ☐ 08 Review related publications and conference versions; disclose prior work and distinguish the new contribution.

03 / SIMILARITY REVIEW

- ☐ 09 Use a similarity-report service only through authorized access and retain the genuine returned report.
- ☐ 10 Record the report date, tool, bibliography settings, quotation settings, and small-match exclusion threshold.
- ☐ 11 Review individual matches with human editorial judgment; a percentage alone does not establish correct attribution.
- ☐ 12 Compare the result with the agreed target and venue requirements; investigate unscored or asterisk results instead of treating them as a verified score.

04 / AI ASSISTANCE & ACCOUNTABILITY

- ☐ 13 Check the target venue's current policy on AI-assisted writing, analysis, images, and disclosure.
- ☐ 14 Keep human researchers responsible for all substantive claims; do not list an AI tool as an author.
- ☐ 15 Verify any assisted text, code, calculations, and references against the underlying source material.
- ☐ 16 Describe permitted assistance accurately and retain any diagnostic outputs as returned, including their stated limitations.

FINAL SUBMISSION REVIEW

Continue the review, record any exceptions, and obtain the responsible authors' approval before submission.

05 / TECHNICAL SUBMISSION PACK

- ☐ 17 Apply the target journal's current class file, template, citation style, and submission instructions.
- ☐ 18 Compile the LaTeX or Word source and check equations, symbols, cross-references, tables, and bibliography output.
- ☐ 19 Check figure resolution, labels, units, color requirements, and single- or double-column dimensions.
- ☐ 20 Include the required cover letter, author declarations, supporting files, and revision responses.

06 / CONFIDENTIALITY & INTELLECTUAL PROPERTY

- ☐ 21 Confirm the agreed confidentiality terms before sharing unpublished manuscripts or raw research data.
- ☐ 22 Use the institution-approved secure channel and limit access to the people involved in the agreed work.
- ☐ 23 Confirm researcher and inventor ownership; obtain specialist advice before disclosing potentially patentable material.
- ☐ 24 Agree how working copies, reviewer notes, and final files will be retained or deleted after delivery.

07 / FINAL AUTHOR REVIEW

- ☐ 25 Have the responsible researchers review the final narrative, data presentation, and scientific interpretation.
- ☐ 26 Resolve outstanding reviewer comments and check that every revision is reflected consistently across the submission pack.
- ☐ 27 Confirm the submission venue, required fees, and author approvals; separate publisher or filing charges from editorial service fees.
- ☐ 28 Archive the approved submission files and checks, recognizing that acceptance, indexing, publication, and patent decisions remain external.

REVIEW SCORING RUBRIC

Completed: ____ / 28 Needs review: ____ / 28 Not applicable: ____ / 28

Mark each item as completed, needing review, or not applicable. The three counts should total 28. Record a reason for every not-applicable item. Any unresolved check requires review by the responsible authors before submission. This completion score is a review aid, not an institutional certification, a compliance finding, or an acceptance guarantee.

Reviewer: _____ Date: _____

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