

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?
i *Make sure you've read the [aims and scope](#).*
- Does the target journal offer the right open access options for you?
i *Check all the options using our [cost finder tool](#) – it has license and embargo information too.*



Read our guidance on **choosing a journal** to double check you're targeting the right one before making your submission.

Writing your paper

Explore more Author Services resources on **writing your paper** to help you construct a great article.



- 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:
 - i** *Your article has a logical structure*
 - i** *You've clearly described your research methodology and approach*
 - i** *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?
i *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**.