Taylors and Francis

Manuscript Formatting Checklist

Use this checklist as a practical pre-submission review. Always compare it with the target journal's current requirements.

Document Format

■	Required file format is used.
■	Font and spacing follow the journal instructions.
■	Headings use a consistent hierarchy.
■	Page numbering is correct where required.

Tables & Figures

■	Tables are numbered in order.
■	Figures are numbered in order.
■	Captions are complete.
■	Images meet required resolution and format.
■	Tables and figures are cited in the text.

References

■	Citation style is consistent.
■	Reference list matches in-text citations.
■	DOIs or other identifiers are included where required.

Note: This checklist is educational and should be checked against the current requirements of the target journal or publisher.