Taylors and Francis

Manuscript Submission Checklist

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

Manuscript

■	Title is accurate and concise.
■	Abstract matches the main manuscript.
■	Keywords are relevant.
■	All required sections are included.
■	Word count meets journal requirements.

References & Figures

■	References follow the required style.
■	All in-text citations are represented in the reference list.
■	Tables and figures are numbered consistently.
■	Figure captions are complete.
■	Supplementary files are included where required.

Declarations

■	Author information is complete.
■	Funding statement is included where required.
■	Conflict-of-interest statement is included where required.
■	Ethics/consent information is included where applicable.
■	Data availability information is included where required.

Submission Package

■	Cover letter is prepared.
■	Correct article type is selected.
■	File formats match journal requirements.
■	All required supporting documents are ready.
■	Final files have been reviewed before submission.

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