

Checklist: Progress Toward Publication of an Article

please fill in all that apply

Name(s) of author(s), PI listed first _____

Title of article _____

Journal to which submitted _____

Rank of journal _____ according to _____

[e.g. almetrics, h-index, impact factor, etc.]

1. Production of article-length manuscript

_____ percentage of article is written

Correspondence is ongoing with journal editor concerning potential submission

[please attach emails or other correspondence]

A proposal was invited for submission to the journal by _____

[please provide name and title of person who issued invitation]

2. Review and acceptance of article-length manuscript

The manuscript was submitted to journal on _____ *[date]*

The manuscript was sent out for review on _____ *[date]*

Reader responses were received *[please attach readers' and editors' reports]*

Article manuscript was revised and resubmitted (if relevant) on _____ *[date]*

The manuscript was recommended for publication by the journal's external referees

[please attach referees' reports/recommendations for publication]

The editor has recommended the book to the editorial board *[please attach email indicating recommendation]*

The editorial board has voted in favor of publication (if applicable)

3. In production by the journal

The author has revised the manuscript and responded to any editorial or reviewers' questions

The author has corrected the copy-edited text and returned it to the publisher *[please attach corrected copy-edited proof]*

The author has corrected the page proofs and returned them to the publisher *[please attach corrected copy of page proofs]*

4. In print

The article has appeared in the journal and a copy or offprint is included in the dossier

Reviews, comments, or letters to the editor of the journal have appeared and are included in the dossier

Author's comments _____