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 ________________________________________________