

## Personal checklist

### 1. Publication Process

- Author Guide Did I read the journal's guide to authors and follow its guidelines?
- Submission Did I share the submitted and accepted version of my publication with my co-authors?
- Review Did I answer to every reviewers comment and marked the changes in my document
- Open Access Did I check [OA possibilities](#) / requirements of my institution and funder? Did I send my publication to [DORA](#)?

### 2. Structure & content

- Article parts Is my article clearly structured? Did I include all main article parts?
- Sections Does every section of the article fulfil its intended purpose?
- Objective Are my objectives clearly defined?
- Authors Did I use correct affiliation and order of authorship following the guidelines of my institution?
- Content Is the information correct and accurate?
- Logic Is my chain of reasoning clear?

### 3. Style

- Plagiarism Is my writing free of plagiarism? Did I do a plagiarism check?
- Phrasing Are my words and phrases appropriate?
- Coherency Is my writing smooth and clear?
- Brevity Is my writing concise?

### 4. Orthography, grammar & formatting

- Spelling Are all words spelled correctly?
- Grammar Are all tenses and punctuation marks used correctly?
- Formatting Did I adhere to all formatting guidelines provided by the publisher?
- Citations Did I cite all my sources correctly?

### 5. Revision

- Steps 2-4 Revision might need several rounds of steps 2-4