

# EASE Quick Check Table For Submissions

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When preparing a scientific manuscript for submission to a journal, it is often time-consuming for authors to find the journal's specific preferences and requirements, many of which can influence immediate rejection or acceptance of a paper.

Submission guidance can be similarly tricky for journal editors too, for whom there are few convenient resources available to guide or standardise the presentation of instructions for authors and formatting guidelines.

The EASE Quick Check Table For Submissions is a template intended to make life easier for both authors and editors by summarising requirements into a simple table at the start of instructions for authors, clearly displaying the essential information that is required for the paper to move to the peer review process.

## How to use this table

The table includes spaces for the most commonly featured measures such as word count, number of keywords, format of tables and figures, reference style, journal policies and additional notes. This table is intended to be easily updated, for flexibility between journals, and for amendments to be made as journal preferences change.

Authors are encouraged to create one version of this table for each of their target journals, read the full author instructions of each and update this form with the full submission requirements to check against during the writing process, and before submission to ensure compliance before uploading or sending files to the editors.

Journal editors are encouraged to develop the core features of this table into the full set of styles, formats and requirements they wish to use for their journal. Journals may make a version of this table available for authors to help format and check their articles before submission.

This form was first created in September 2020 by Sylwia Ufnalska and Alison Terry, in cooperation with other EASE member editors, and published as a proposal in EASE journal, European Science Editing<sup>1</sup>. Updated in April 2023 by Duncan Nicholas.

Definitions for models of open peer review are taken from Defining Open Peer Review: Part Two - Seven Traits of OPR by Tony Ross-Hellauer<sup>2</sup>

The Quick Check Table For Submissions can be found on the EASE website: <https://ease.org.uk/publications/ease-statements-resources/quick-check-table-for-submissions/>

More EASE Statements, Guidelines and Resources are available on the EASE Publications web pages: <https://ease.org.uk/publications/>

## References

1. Ufnalska S, Terry A (2020) Proposed universal framework for more user-friendly author instructions. European Science Editing 46: e53477. <https://doi.org/10.3897/ese.2020.e53477>
2. Ross-Hallauer T (2016) Defining Open Peer Review: Part Two - Seven Traits of OPR. OpenAIRE, 02 Nov 2016 . <https://www.openaire.eu/blogs/defining-open-peer-review-part-two-seven-traits-of-opr-1>

## Quick Check Table: EXAMPLE

<b>GENERAL GUIDELINES</b>	Manuscripts should be COMPLETE, CONCISE and CLEAR (see <a href="#">EASE Guidelines</a> , available in many languages). Follow the appropriate <a href="#">reporting guidelines</a> where applicable.
<b>WORD LIMITS, etc.</b>	
<b>Body text</b> Original articles <other article types>	≤ X words (justified exceptions allowed)
<b>Abstract</b> Original articles <other article types>	≤ X words; structured for original research (BACKGROUND, OBJECTIVES, METHODS, RESULTS, and CONCLUSIONS)
<b>Keywords</b> Original articles <other article types>	≤ X terms, singular, separated with commas; lowercase except proper names; avoid abbreviations
<b>Highlights/ Key Message</b> (below the abstract)	X-Y bullet points (≤ X words each, describing the study in lay terms)
<b>Tables/figures</b> Original articles <other article types>	≤ X tables/figures in total. Their description (captions, values, units, etc.) should be consistent and informative, with all abbreviations explained
<b>TITLE PAGE INFORMATION</b>	
<b>Title</b>	≤ X characters, with a description of the study type, if relevant
<b>Short running title</b>	≤ X characters
<b>Author names</b>	Full name: given name(s) first, family name last
<b>Affiliation information required</b>	Department, institution, postal address, email
<b>Corresponding author contact details</b>	Indicate with an asterisk, supply phone number
<b>Persistent identifiers of author(s), etc.</b>	<a href="#">ORCID iD</a> (s), identifiers research project(s), if applicable
<b>STRUCTURE OF BODY TEXT, END MATTER, REFERENCES</b>	
<b>Typical headings</b> Original articles <other article types>	Introduction (background and objectives), Methods, Results, Discussion (with a concluding paragraph)

<b>Subheadings</b>	≤ X levels of subheadings, not numbered
<b>Specific wording required for any section</b>	Methods section must include usual ethical approval for human and animal studies (Helsinki/Institutional Review Board compliance, informed consent) and subsection “Statistical analysis”, identifying the variables and methods used
<b>End matter</b> (e.g. authorship contributions)	Identify authors by initials in the authorship contributions section (consider using <a href="#">CRedit</a> ) and add information about funding, if received
<b>References</b> maximum number Original articles <other article types>	Not limited (with DOIs, URN, PURL, etc. if applicable)
<b>Referencing style</b>	X style required after acceptance (not for initial submission); for more details and examples, see <URL>. Endnote style can be downloaded here <URL>. Make sure that each citation is complete and accurate
<b>FORMATTING</b>	
<b>Spelling</b>	UK or US, if consistent
<b>General style</b>	<ul style="list-style-type: none"> <li>▪ Numbers ≥ 2 as numerals (for exceptions, see <a href="#">EASE Guidelines</a>)</li> <li>▪ Statistics: <math>p \leq 0.001</math>, <math>n = ##</math></li> </ul>
<b>SUBMISSION NOTES</b>	
<b>Cover letter</b> Required? Specific details to be mentioned?	Not required but text field in the online submission system allows for comments to the editorial office. Inform if the study was presented elsewhere
<b>Links to all required author forms</b> needed at submission or after acceptance? Signed by all authors or by submitting author?	<ul style="list-style-type: none"> <li>▪ <a href="#">EASE Ethics Checklist</a> signed by corresponding author, at submission</li> <li>▪ <a href="#">EASE Form</a> and/or <a href="#">ICMJE COI forms</a> signed by all authors, at submission</li> </ul>
<b>Proposed reviewers</b> Optional / mandatory? How many? What details are required?	Optional: suggest/oppose up to 3 potential reviewers (full name, email, institution). Consider diverse peer reviewers in terms of sex/gender, ethnicity and geographical distribution
<b>Tables</b> Required as separate files?	Include at the end of the manuscript (separate pages)
<b>Figures</b> Required as separate files? Any formats preferred?	For initial submission, figures can be embedded in the manuscript. If it is accepted, high-resolution files (EPS/TIFF/RAW) will be required

<b>Supplementary files</b>	Upload any supporting data or other required files for review
<b>Fees and payments</b> For open access, colour images, pages etc.?	Publication fee X. Colour free online but X per figure for print

## JOURNAL POLICIES, etc.

<b>Publication model</b> (Subscription / hybrid / full open access?)	Open access, licence X; fee structure: <URL>
<b>Preprint and prepublication</b>	Articles already available on preprint servers or published in another language can be accepted but this must be declared at the time of submission
<b>Data sharing</b>	Recommended repositories: ... Clinical trials must include a data sharing statement; other studies may also do so
<b>Peer review model*</b> (Single- / Double- / Triple-anonymised / Open review?)	External, double-blind review usually by X reviewers. Editors make the final decision
<b>Manuscript acceptance / rejection rate</b>	About X% submitted manuscripts are accepted. Average time from submission to first decision without peer review: x days (x weeks) Average time from submission to first decision after peer review: x days (x weeks) Average time from submission to final decision: x days (x weeks)
<b>Peer review and production times</b>	Average time from acceptance to accepted manuscript online: x days Average time from acceptance to final publication: x days (x weeks)
<b>Citation and Alternative Metrics</b>	Impact Factor 5-year Impact Factor SNIP SJR CiteScore Eigenfactor Immediacy Index Cited/citing half-life Altmetric Score / badge

## ADDITIONAL DETAILS

Use this space to provide details of any features or requirements of note that do not fit any other categories of this table

\* Peer review systems:

**Anonymised review models:**

- Single-anonymised: authors do not know the identity of reviewers
- Double- anonymised: neither authors or reviewers know the identity of each other
- Triple- anonymised: same as double, with the addition editors do not know the identity of authors/institution

**Open review models**

- Open identities: Authors and reviewers are aware of each other's identity
- Open reports: Review reports published alongside the relevant article
- Open participation: The wider community contribute to the review process
- Open interaction: Direct reciprocal discussion between author(s) and reviewers, and/or between reviewers, is allowed and encouraged
- Open pre-review manuscripts: Manuscripts are made immediately available (e.g., via pre-print servers like ArXiv) in advance of any formal peer review procedures
- Open final-version commenting: Review or commenting on final “version of record” publications

Open platforms: Review is de-coupled from publishing in that it is facilitated by a different organizational entity than the venue of publication

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