AKSARA COMMUNITY

Journal of Engagement, Empowerment and Impact

SUBMISSION & REPORTING CHECKLIST

For community engagement, empowerment, intervention, and program evaluation manuscripts

How to use this checklist

Complete this checklist before submission. For applicable items, indicate the manuscript page/line number or add a short note. The checklist is designed specifically for community-engagement scholarship and emphasizes community need, stakeholder involvement, intervention clarity, outcome evaluation, impact, ethics, and sustainability.

A. Scope, Originality and Article Type

Check	Requirement	Page / Note
☐	The manuscript is relevant to Aksara Community and addresses community engagement, empowerment, intervention, implementation, development, or measurable community impact.	
☐	The work is original, has not been published previously in substantially the same form, and is not under consideration by another journal.	
☐	Any related preprint, conference paper, report, dataset, or overlapping publication has been disclosed.	
☐	The selected article type is appropriate: Original Community Engagement Article, Program Evaluation, Participatory/Community-Based Research, Applied Innovation/ Appropriate Technology, Community-Based Case Study, Review, Brief Report, or Perspective/Commentary.	

B. Files for Double-Anonymized Peer Review

Check	Requirement	Page / Note
☐	A separate Title Page contains author names, affiliations, ORCID iDs, corresponding-author details, funding, competing interests, acknowledgements, and other identifying information.	
☐	The Main Manuscript has been anonymized and contains no author names, affiliations, institutional logos, acknowledgements, or direct identifiers.	

Check	Requirement	Page / Note
☐	Figures, tables, supplementary materials, and reporting checklists have been prepared and uploaded where applicable.	
☐	A cover letter briefly explains the manuscript's novelty, relevance to Aksara Community, and any important ethical or editorial declarations.	

C. Community Problem, Context and Needs Assessment

Check	Requirement	Page / Note
☐	The community, setting, and relevant local context are described clearly and respectfully.	
☐	The community problem or need is supported by data, observation, prior evidence, stakeholder input, or a documented needs assessment.	
☐	The manuscript explains why the problem matters and why the selected intervention or engagement strategy was appropriate.	
☐	Descriptions avoid stigmatizing, deficit-based, paternalistic, or exploitative language.	

D. Stakeholder and Community Engagement

Check	Requirement	Page / Note
☐	Relevant stakeholders and community partners are identified.	
☐	The manuscript explains how community members or stakeholders contributed to problem identification, planning, implementation, evaluation, interpretation, or dissemination where applicable.	
☐	The level of participation is described honestly; consultation is not misrepresented as co-design or co-production.	
☐	Community or local partners who meet authorship criteria are appropriately recognized as authors; other contributions are acknowledged with permission.	

E. Intervention / Engagement Strategy

Check	Requirement	Page / Note
☐	The intervention or engagement activity is described in sufficient detail to understand what was delivered, by whom, to whom, where, when, how often, and with what materials or resources.	
☐	Key intervention components, implementation steps, delivery personnel, duration, intensity, and adaptations are described.	
☐	Where appropriate, intervention description follows TIDieR or another relevant reporting framework.	
☐	The manuscript reports barriers, facilitators, fidelity, adaptations, reach, and participation when these are relevant to interpretation.	

F. Evaluation Design and Outcome Measures

Check	Requirement	Page / Note
☐	The evaluation design is clearly stated (e.g., pre-post, controlled, observational, qualitative, mixed-methods, implementation evaluation, participatory evaluation).	
☐	Primary and secondary outcomes or indicators are defined before results are presented.	
☐	The manuscript distinguishes outputs (e.g., number trained, materials distributed) from outcomes or impact (e.g., changes in knowledge, behavior, capacity, service, productivity, environment, or social conditions).	
☐	Measurement instruments, questionnaires, scoring methods, observational procedures, or qualitative methods are described and justified.	
☐	The analysis method is appropriate to the data and study design.	
☐	Quantitative results include denominators, effect estimates, uncertainty, or appropriate statistical summaries where relevant.	
☐	Qualitative findings explain data collection, coding/analysis, and how themes or interpretations were derived.	

G. Results and Community Impact

Check	Requirement	Page / Note
☐	Results directly address the stated objectives and outcome indicators.	
☐	Attendance, satisfaction, or participant enthusiasm is not presented as sufficient evidence of effectiveness unless these are explicitly defined process outcomes.	
☐	The manuscript reports meaningful changes, lack of change, unintended effects, or negative findings transparently.	
☐	Claims of impact are proportionate to the study design and duration of follow-up.	
☐	Community perspectives or stakeholder feedback are included where relevant to interpreting success, acceptability, or impact.	

H. Sustainability, Transferability and Follow-up

Check	Requirement	Page / Note
☐	The manuscript explains whether and how the program, intervention, technology, or practice may be sustained after the project period.	
☐	Relevant issues of local ownership, capacity building, maintenance, financing, institutional support, or continuation are discussed.	
☐	The authors discuss whether the intervention could be adapted or transferred to other communities and what contextual factors may limit transferability.	
☐	Planned or completed follow-up is described where applicable.	

I. Equity, Inclusion and Community Voice

Check	Requirement	Page / Note
☐	The manuscript considers who benefited, who may have been excluded, and whether barriers to participation were addressed.	
☐	Accessibility, gender, disability, socioeconomic, cultural, geographic, digital, or other equity considerations are discussed where relevant.	

Check	Requirement	Page / Note
☐	The intervention does not make unsupported claims of empowerment; evidence of increased agency, capacity, participation, access, or decision-making is provided when empowerment is claimed.	
☐	Potential harms, burdens, stigma, dependency, or unintended consequences are considered where relevant.	

J. Ethics, Consent, Safeguarding and Identifiable Media

Check	Requirement	Page / Note
☐	Ethics committee / institutional review board approval is reported where the activity constitutes research requiring formal ethics review.	
☐	Informed consent or an approved waiver is reported when applicable.	
☐	Consent for publication has been obtained for identifiable photographs, videos, quotations, names, personal stories, or other identifying material.	
☐	Safeguarding procedures are described where vulnerable groups, children, or other at-risk participants are involved.	
☐	Use of traditional knowledge, community intellectual property, culturally sensitive information, or local data is appropriately authorized and respectfully handled.	

K. Artificial Intelligence and Digital Tools

Check	Requirement	Page / Note
☐	AI systems or tools are not listed as authors.	
☐	Substantive use of generative AI or AI-assisted technologies in writing, translation, coding, analysis, intervention design, educational materials, or image generation is disclosed.	
☐	AI-generated outputs, references, statistics, translations, or interpretations have been independently verified by the authors.	

Check	Requirement	Page / Note
☐	Identifiable or confidential participant/ community data have not been uploaded to public AI systems in violation of consent, privacy, institutional policy, or law.	
☐	If AI is part of the intervention, the manuscript addresses validation, accessibility, digital exclusion, fairness, privacy, cultural appropriateness, and potential harms where relevant.	

L. Data, Images and Research Integrity

Check	Requirement	Page / Note
☐	A Data Availability Statement is included for original research or evaluation studies.	
☐	Restrictions on data sharing are explained where relevant, especially for small communities, sensitive data, Indigenous/local knowledge, or identifiable information.	
☐	Images and other visual evidence have not been manipulated in a misleading way.	
☐	Third-party materials, instruments, images, maps, or educational resources are used with appropriate permission or licence where required.	
☐	Data have not been fabricated, falsified, selectively manipulated, or intentionally misrepresented.	

M. Reporting Guideline

Check	Requirement	Page / Note
☐	An appropriate reporting guideline has been selected and followed when one exists.	
☐	The completed reporting checklist is uploaded as a supplementary file when applicable.	
☐	A required flow diagram is included where applicable.	
☐	Possible guidelines considered include TIDieR, StaRI, SQUIRE, CONSORT, TREND, STROBE, PRISMA, PRISMA-ScR, CARE, SRQR, COREQ, or other relevant EQUATOR guidance.	

N. Tables, Figures and References

Check	Requirement	Page / Note
☐	Tables and figures are numbered in order of citation and have clear, self-contained titles or legends.	
☐	All abbreviations, units, denominators, and statistical notes are defined.	
☐	Figures and photographs are of sufficient quality for publication and comply with consent/privacy requirements.	
☐	References are formatted consistently in APA 7th edition.	
☐	DOI links are included when available, and all references have been checked against the original sources.	

O. Required Declarations

Check	Requirement	Page / Note
☐	Ethics approval and consent to participate are stated where applicable.	
☐	Consent for publication is stated where applicable.	
☐	Funding sources and the role of funders are disclosed.	
☐	Competing interests are disclosed or a declaration of no competing interests is provided.	
☐	Author contributions are described.	
☐	Community/stakeholder contributions are described where relevant.	
☐	Data availability is stated.	
☐	AI-assisted technology use is disclosed where applicable.	
☐	Acknowledgements are included only in the Title Page during double-anonymized review.	

P. Final Author Confirmation

Corresponding author	[Name]
Manuscript title	[Title]
Date	[DD Month YYYY]
Signature / initials	[Optional if submitted electronically]