



PRE-SUBMISSION CHECKLIST FOR AUTHORS

Manuscript Title & Abstract		
	☐	Title: Is the title clear, concise, and descriptive? Does it accurately reflect the main theme of the manuscript?
	☐	Abstract: Does the abstract summarize the study's objectives, methods, results, and conclusions succinctly (usually 150-250 words)?
	☐	Keywords: Have you included relevant keywords that reflect the paper's focus and are likely to help with discoverability?
Introduction		
	☐	Clear Research Question: Does the introduction clearly state the research question or hypothesis?
	☐	Context and Rationale: Does it provide sufficient background and justify the need for the study?
	☐	Objectives: Are the study objectives or aims stated?
Objectives		
	☐	Relevance: Have you included the most relevant and up-to-date literature?
	☐	Critical Engagement: Does the literature review engage critically with existing work, pointing out gaps your study addresses?
	☐	Research Gap: Is the research gap clearly identified and justified?
Methods		
	☐	Clear Description: Are the methods described in sufficient detail for replication?
	☐	Appropriateness: Are the chosen methods appropriate for addressing your research questions?
	☐	Ethical Considerations: Have you addressed any ethical considerations (e.g., informed consent, ethical approval)?



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Results		
	☐	Clarity: Are the results presented clearly and logically?
	☐	Figures/Tables: Are all figures, tables, and charts labeled, numbered, and referenced in the text?
	☐	Data Presentation: Have you presented the data in a way that is easy to understand (e.g., proper use of visuals, summary statistics)?
Discussions		
	☐	Interpretation of Results: Does the discussion interpret the results and connect them back to the research question?
	☐	Comparison with Literature: Have you compared your findings to those of other studies in the field?
	☐	Limitations: Have you acknowledged the limitations of your study?
	☐	Implications: Does the discussion include the practical, theoretical, or future research implications of your findings?
Conclusions		
	☐	Summary of Key Findings: Does the conclusion succinctly summarize the main findings of the study?
	☐	Recommendations: Are any recommendations or directions for future research included, if applicable?
References & Citations		
	☐	Citation Style: Are all citations consistent with the required citation style (APA, MLA, Chicago, etc.)?
	☐	Completeness: Are all sources cited in the text included in the reference list?
	☐	Accuracy: Have you verified the accuracy of all reference details (e.g., authors, titles, year of publication)?
Writing quality		
	☐	Grammar and Syntax: Have you thoroughly proofread for grammar, spelling, and punctuation errors?



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	☐	Clarity and Conciseness: Is the writing clear, direct, and free of unnecessary jargon or convoluted language?
	☐	Flow: Does the manuscript flow logically from one section to the next? Are transitions smooth between paragraphs and sections?
Formatting & Structure		
	☐	Consistency: Is the formatting consistent throughout the document (e.g., font size, heading styles, line spacing)?
	☐	Headings/Subheadings: Are headings and subheadings used to structure the manuscript and break up the content for readability?
	☐	Page Numbers: Have you added page numbers to all pages of the manuscript?
	☐	Word Count: Does the manuscript meet the journal's word count or page limit requirements (if applicable)?
Visuals (Figures, Tables, and Graphs)		
	☐	Clarity: Are all figures and tables clear, readable, and necessary?
	☐	Captioning: Are all figures and tables appropriately captioned, with a brief description of what each represents?
	☐	Data Integrity: Have you double-checked the accuracy of all data in visual aids?
Ethical Considerations		
	☐	Approval: If applicable, have you mentioned ethical approval for the research, particularly in studies involving human or animal subjects?
	☐	Conflicts of Interest: Have you included a statement regarding conflicts of interest?
	☐	Acknowledgments: Have you included acknowledgments for funding sources or individuals who contributed to the research?
Final Review Process		
	☐	Self-Review: Have you read the manuscript critically and identified areas for improvement?



Journal of the Kenya Association of Physicians

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	☐	Peer Review: Have you shared the manuscript with co-authors or colleagues for feedback?
	☐	External Feedback: Have you sought feedback from someone not involved in the research to catch errors or provide perspective on clarity?
	☐	Time for Reflection: Have you allowed time between writing and final review to look at the manuscript with fresh eyes?
	☐	Final Proofreading: Have you done a final read-through to catch minor errors, inconsistencies, or unclear sentences?
Compliance with Submission Guidelines		
	☐	Journal Guidelines: Have you thoroughly reviewed and followed the submission guidelines of the target journal or publisher (e.g., word count, file type, specific sections required)?
	☐	Cover Letter: If required, have you written and proofread your cover letter for submission?
	☐	Supplementary Materials: Have you prepared any supplementary materials (e.g., datasets, videos, appendices) required by the journal?

Ready for submission?

Once you've ticked off all items on this checklist, you're ready to submit your manuscript. Double-check the journal's submission portal and ensure everything is in place before you click "submit."