Become a Published Researcher: Your Plan for Success
Research manuscript major steps checklist

- ☐ Consultation and discussion with research team members the subject for the Literature review
- ☐ Define objectives (require originality), study protocol (optimal methodology and statistical analysis), and novelty (importance to field)
- ☐ Perform study and collect data
- ☐ Statistical analysis of results
- ☐ Discuss with research team the probable results to publish (i.e., the core message)
- ☐ Short list of possible journals to publish in
- ☐ Read Guide for Authors of proposed first journal
- ☐ Agree type of paper (e.g. regular or short)
- ☐ Convert most results into figures and tables
- ☐ Decide final results to publish via agreement with research team
- ☐ Decide which articles to cite
- ☐ Create working (draft) title to manuscript
- ☐ Write abstract and select best keywords as per journal guideline
- ☐ Write introduction
- ☐ Describe method(s) clearly enough to allow for reproducibility
- ☐ Present and discuss all results shared with readers with final conclusions and future directions
- ☐ Decide whether any extra data should be included in the Supplement, or where possible, in a linked Data micro-article
- ☐ Export references list from citations database into journal style
- ☐ Agree co-authors sequence from research team
- ☐ Reread Guide for Authors and ensure whole manuscript complies (e.g., highlights, graphical abstract etc..)
- ☐ Polish entire manuscript into good English style and circulate to research team for review
- ☐ Finalise Title and ensure all authors agree with final version of manuscript to be submitted
- ☐ Write motivated covering letter to editor, indicating disclosures, and possible referees
- ☐ Submit manuscript to chosen journal……

If rejected:
- ☐ Get angry for short while
- ☐ Revise paper following referees suggestions (may need additional analyses)
- ☐ Rewrite/rearrange to match the Guide for Authors of second journal on list
- ☐ Polish the language of revised manuscript and circulate out to research team for review
- ☐ Write different covering letter to editor with different focus
- ☐ Ensure all co-authors agree with final submitted version
- ☐ Submit manuscript

If revision:
- ☐ Agree amongst co-authors who will rewrite which sections (including any new analyses)
- ☐ Read Guide for authors and identify all content innovation supported by the journal. Include appropriate information in relevant formatting to enhance the content of your article if accepted.
- ☐ Polish the language on revised paper
- ☐ Write a 'point by point' response to the referees' comments
- ☐ Add a polite, convincing, Rebuttal if need be and circulate the Response to Reviews and Revised manuscript to research team for review
- ☐ Ensure all co-authors agree with final submitted revision
- ☐ Resubmit manuscript

Once accepted:
- ☐ If journal allows, make short slide show/talk to 'embed' in your article online
- ☐ Carefully check author proofs and approve or send corrections if needed
- ☐ When article published use social media to spread the DOI of article
- ☐ Promote publication and document achievement/publication. E.g. Update author's online list of publications, ORCHID, and CV with paper's metadata