



## Paper Check List

### Paper Data

<b>Editorial supervisor</b>	
Title of the paper	
Name of the author	
Author's Contact Address	
Type of the paper	<input type="checkbox"/> Research paper <input type="checkbox"/> Conceptual paper <input type="checkbox"/> Literature review <input type="checkbox"/> Case study <input type="checkbox"/> Viewpoint/commentary <input type="checkbox"/> General review

### Paper Calendar

Received	
Revised	
Accepted	

### Reviewing Process

Step	Name	Sent to	Received	Final Status
Linguistic Acceptance				
Content Review #1				
Content Review #2				
Content Review #3*				
Statistical Review				
Technical Review				

*\*only if needed*

### Check List before publication (only if accepted)

- author's statement and copyright transfer
- ghostwriting firewall & guest authorship firewall
- contribution share (for co-authored papers only)
- financial disclosure (optional)
- paper file (for bibliometrics purpose)