

Author's Checklist

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Item	Check	Important remarks
Word count	Main text: (word count) Single-column figures: (equivalent word count) Double-column figures: (equivalent word count) Single-column tables: (equivalent word count) Double-column tables: (equivalent word count) Total word count: (word count)	<p>The main text word count limits exclude the title page, notation list (e.g., symbols, abbreviations), captions of tables and figures, acknowledgments and references.</p> <p>The total word count is the sum of all aforementioned counts and it should be lower than the maximum count allowable for each category. See the Guide for Authors for the maximum and equivalent word counts.</p>
Manuscript type	<input type="checkbox"/> Article <input type="checkbox"/> Technical Note <input type="checkbox"/> Case Study <input type="checkbox"/> Review article <input type="checkbox"/> Discussion <input type="checkbox"/> Invited paper for a Special Issue.	Select manuscript type. See the Guide for Authors for article categorization.
Submission	Is the submission prepared as a MS Word file? Does the submission file have a size smaller than 50 MB? <input type="checkbox"/> Yes <input type="checkbox"/> No	This is the complete document that reviewers will access. The submission file includes the cover letter and this checklist.
Cover letter	Does the cover letter adhere to the Guide for Authors? <input type="checkbox"/> Yes <input type="checkbox"/> No	The cover letter should include: manuscript title, submission type, authorship information, statement of key findings and work novelty, and related previous publications if applicable.
Title	Does the title adhere to the recommendations of the Guide for Authors? <input type="checkbox"/> Yes <input type="checkbox"/> No	The title must be concise and informative. Avoid abbreviations, acronyms or formulae. Discussions should contain the title of the paper under discussion. Only the first letter of the first word should be capitalized.
Authors' names and affiliations	Do the formats of the authors' names and affiliations adhere to the Guide for Authors? <input type="checkbox"/> Yes <input type="checkbox"/> No	The first name(s) should not be abbreviated. The authors are allowed to abbreviate middle name(s). Affiliation(s) should follow the format: Institution, (Department), City, (State), Country.

Corresponding author	<p>Has the corresponding author been indicated?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>The corresponding author should be identified by a pound sign # beside his/her and in a footnote.</p>
English expression quality	<p>Have grammar and technical writing been revised?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Authors must proof read and revise all aspects pertaining to the quality of English expression. That is not a role of the editorial, review or publishing teams.</p>
Declaration of interest	<p>Was the declaration of interest included in the manuscript?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>A section entitled “Declaration of interest” should be included following any acknowledgments and prior to the “Authors’ contributions” section. In case of the absence of conflicting interests, the authors should still include a declaration of interest.</p>
Authors’ contributions	<p>Were the authorship statements included in the manuscript?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>A section entitled “Authors’ contributions” should be included after the declaration of interest section. Please refer to the Guide for Authors for formatting matters and acceptance criteria for authorship.</p>
Acknowledgements	<p>Are the proper acknowledgements included?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>When research has been funded by a government agency, industry or other organization, include grant/award/funding information.</p>
Copyright	<p>Are all copyright issues resolved?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List any figures, images or tables that required copyright authorization:</p> <p>Click here to add text.</p>	<p>Authors are responsible for obtaining and presenting permission to reproduce copyrighted images, figures, graphs and tables. Please refer to the Guide for Authors. Citing a source is not enough.</p>
Similarity check	<p>Are the authors aware of journal’s policy of screening for plagiarism?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Manuscripts will be rejected if more than 20 % of content matches previously published work. The decision to reject will be under editors’ discretion if the percentage is between 10 % and 20 %.</p>

Formatting instructions	Does the manuscript format adhere to the Guide for Authors? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please refer to the Guide for Authors for details regarding: Abstract, Keywords, List of symbols, Citations, References, Captions for figures and tables, Mathematical Equations.
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