

Sample - WRITING CHECKLIST

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- GRAMMAR, NOMENCLATURE, PUNCTUATION, ETC
 - **Proofread documents for typos (spelling, missing punctuation, extra spacing, incorrect capitalization, consistent font size, type and color)**
 - **Use correct gene/transcript/protein nomenclature for each species**
 - Use present tense in describing published results
 - Use past tense in describing reported results
 - **Use full spelling of each term in FIRST use, before reverting to abbreviation**
 - Only insert single space after period, not double
- RESULTS AND STATISTICS
 - Statistics should be reported and formatted the same way in every single case, according to that of published articles from the target journal
 - Results should be reported/described in the same way in every single case; i.e. repeat the same sentence with different data rather than changing word order for similar types of data
 - Results should be reported in the same order in each result section and legend (i.e. male then female, treatment then control, RNA than protein, etc)
- FIGURES AND FIGURE LEGENDS
 - Figure legends must describe every panel of the figure
 - Figure legends should conform to the average length of the target journal (e.g. number of sentences per panel, statistics included in legend, abbreviations, n, etc)
 - **Figures must be referenced the same way throughout (e.g. Figure X, FIG. X, Fig. X, etc)**
 - Reference figures correctly in the main text; i.e. confirm figure listed in text refers to the correct figure and panel
 - Order and number figures and panels (including supplemental figures) in the order that they appear in the text
 - Format figure legends as in published papers of the target journal
- CITATIONS
 - **All statements of fact must include 1-2 citations; claims of 'well-documented' findings must be supported by 3-5+ citations**
 - Citations must include year, volume, number, page
 - Citations must be listed in order of use
 - Citations cannot be repeated; find/remove duplicate citations by searching document for each author name in the bibliography
- METHODS
 - Use published, precise language to describe the methods
 - Include 1-2 citations for each method described
 - Do not refer to 'standard laboratory protocol' in the methods section
- LANGUAGE QUALITY AND PROOFREADING
 - Check document for language clarity before submitting (solicit help from the writing center, use speech-to-text, solicit help from a peer that is a good writer)
 - Revise document and proofread at least 5 times before submitting, including one time printed as a hard-copy and 'redlined'