Checklist Template

Sr. No	Article Checklist	Acceptable	Non- Acceptable
1	Type of Article		
2	Title of article		
3	Author Names (order)		
4	Affiliated Institute		
5	Abstract(structured or non structured)		
6	Key words		
7	Abbreviation		
8	Word Count		
9	Tables with Number		
10	Figures with captions/ Number/Size		
11	References (order of first appearance)		
12	Plagiarism Check(google/software)		
13	Language		
14	Grammar		
15	Scientific Content(look for gross mistakes)		
16.	Ethical Permission(if original research work done) Mandatory		
17	Consent Letter		
18	Invitation letter (for invited articles)		
19	Letter of Intent's Approval letter (for commissioned articles		
	Final Decision		
	Comments if Any		
	Suggestion if Any		