# Submission Checklist for Authors

Before submitting your manuscript to AATCC Journal, please ensure that all the following requirements are carefully completed. Manuscripts that do not comply with these guidelines may be returned to authors for revision prior to peer review.

## 1. Preparation and Review

Carefully read the Instructions for Authors before submission.

Review the Sample Manuscript Template available on the journal website to ensure correct structure and formatting.

Confirm that the manuscript strictly falls within the scope and ethical standards of AATCC Journal.

## 2. Manuscript Format

Use the official AATCC Journal manuscript template.

The title should be clear, concise, and informative, avoiding symbols such as "&" and unnecessary abbreviations.

Author names must follow the prescribed order and formatting according to journal policy.

All standard sections must be clearly labeled, including:

➢ Abstract

➢ Keywords

➢ Introduction

➢ Materials and Methods

➢ Results and Discussion

➢ Conclusion

➢ References

## 3. Author Details

Clearly identify the corresponding author using an asterisk (*).

Provide complete affiliations for all authors, including department, institution, city, and country.

Include ORCID IDs for all authors (mandatory for the corresponding author).

Ensure that email addresses and contact details are accurate and active.

## 4. Plagiarism and Originality

Perform a plagiarism check using reliable software prior to submission.

The similarity index should be within acceptable limits (preferably below 15%).

Confirm that the manuscript is original, has not been published previously, and is not under consideration elsewhere.

Use of Artificial Intelligence (AI): Authors must disclose the use of AI tools (if any) for language editing or data assistance. AI tools must not be listed as authors, and authors remain fully responsible for the accuracy, originality, and integrity of the manuscript content.

## 5. Keywords

Provide 4–8 relevant keywords that accurately reflect the core content of the manuscript.

Avoid repeating words already used in the title.

## 6. Tables

Number all tables consecutively and provide clear, descriptive titles.

Tables must be prepared in Microsoft Word format (tables as images are not accepted).

Keep tables concise and avoid unnecessary or excessively long datasets.

## 7. Figures and Illustrations

Number all figures sequentially and cite them appropriately within the text.

Submit figures in high resolution (minimum 300 DPI) in TIFF, JPEG, PNG, or PSD format.

Ensure that images are clear, with readable text, labels, and symbols.

Use only scientifically relevant figures and illustrations.

## 8. Citations and References

Number all in-text citations sequentially using superscript format.

Ensure that every in-text citation appears in the reference list.

Strictly follow the AATCC Journal reference style (AMA format).

Verify the accuracy of author names, publication years, journal titles, and DOI links (where available).

## 9. Reference Guidelines

Include relevant and up-to-date references, such as journal articles, books, reports, and theses.

Avoid excessive self-citation.

If citing preprints or theses, clearly disclose them in both the cover letter and reference list.

## 10. Cover Letter

A cover letter is mandatory for all submissions and should include:

A brief introduction to the manuscript highlighting its novelty, objectives, and key findings.

The type of manuscript (Original Research, Review Article, Short Communication, etc.).

Authors may optionally suggest 2–3 potential reviewers with institutional email IDs. Final reviewer selection remains at the editor's discretion.

The following details:

➢ Total word count (excluding tables and figures)

➢ Number of references

➢ Number of tables and figures

## 11. Mandatory Sections

Ensure inclusion of the following sections where applicable:

➢ Acknowledgment

➢ Funding Information (including grant numbers, if any)

➢ Conflict of Interest Statement

➢ Data Availability Statement

➢ Ethics Statement (for studies involving humans or animals)

➢ Informed Consent Statement (if applicable)

➢ Clinical Trial Registration Number (if applicable)

➢ Author Contributions

## 12. Language and Editing

Manuscripts must be written in clear, grammatically correct English.

Perform thorough language and technical editing prior to submission.

Use either British or American English consistently throughout the manuscript.

Avoid spelling, grammatical, and formatting errors.

## 13. Final Review

Confirm that all required files (manuscript, figures, tables, supplementary files, and copyright form) are included.

Ensure that the manuscript has been reviewed and approved by all co-authors before submission.

The Editorial Office reserves the right to desk reject manuscripts that do not meet the journal's scope, ethical standards, or quality requirements.

Upon acceptance, authors agree to comply with the copyright and open-access licensing policies of AATCC Journal.