



JIPC Author Submission Checklist

General guidelines

- Have you read the author guidelines and the manuscript category descriptions?
- Are figures provided as a standard image format (JPEG min 300 pixels)
- Does your manuscript meet the aim and scope of the JIPC?
- Does your manuscript meet the appropriate word count limit?
- Is your manuscript double-spaced with one-inch margins, using Times New Roman 12-point font?
- Does your manuscript include line numbers?
- Are the pages numbered?
- Is your manuscript written in third-person narrative style?
- Has the manuscript been carefully proofread for typographical and grammatical errors?

Cover letter

- Does the cover letter include a statement of originality of the submission?
- Are the authors' names and their roles in the manuscript creation correctly listed?
- Did you identify the priority areas in which your submission supports the JIPC?
- Did you include the type of article?
- Is the cover letter a separate document from the body of the manuscript?

Title Page Components

- Are the author(s) academic degrees, licenses, academic appointments, and institution listed?
- Are the author(s) listed in order of their role(s) and contribution to the manuscript?
- Is the contact information for the corresponding author included?
- Have you identified the priority areas in which the submission supports the JIPC?
- Have you disclosed any conflicts of interest and funding sources?

Abstract

- Is the abstract no more than 250 words and free of references?
- Does the abstract succinctly describe the research study or topic?
- Are the keywords listed at the end of the abstract?
- Have you included your abstract?

Manuscript

- Is the manuscript the author's original work?
- Have you blinded all personal and institutional identifiers from the manuscript?
- Have you added line numbers to the documents?
- Are the references cited by number (superscript) in the order of appearance in the text?
- Are the references cited according to APA style?
- Is content information up-to-date? References older than 5 years should be avoided.
- Is the manuscript not being considered for another publication?
- Is the IRB or ethical approval (with specific identifiers blinded) indicated in the methods section?
- Are the tables and figures limited to four in number?