|  |  |
| --- | --- |
| **Journal article submission checklist** | **S:\LIBRARYSER_UCL_Press\Marketing, Sales and Distribution\Marketing\Branding\UCL Press Identity\UCL Press Logos\JPEG\uclpress-long - Copy.jpg** |

**Author(s):**

**Article title:**

**Journal:** *Research for All*

|  |  |  |
| --- | --- | --- |
|  | **DESCRIPTION** | **INITIAL BOX WHEN DONE** |
| **Author agreement** | I (and my co-authors) have read the UCL Press [Journals Editorial Policy](https://www.uclpress.co.uk/pages/journals-editorial-policy) and accept the terms in the [Academic Journal Contributor Agreement](https://www.uclpress.co.uk/pages/journals-contributor-agreement) |  |
| **Author guidelines** | I have consulted the UCL Press guides to [referencing](https://cdn.shopify.com/s/files/1/1684/4803/files/AUTHOR-DATE.pdf?v=1592571879) and [text style](https://cdn.shopify.com/s/files/1/1684/4803/files/UCL_AUTHOR_GUIDELINES_76e830b0-f2fc-4d94-97b9-ac2c7c452488.pdf?v=1596018326) (note that the latter primarily addresses book authors, but the guidance on punctuation and other text styles is the same). |  |
| **Article content** | I am submitting two versions of the article:   1. **Word document** containing *all* the following elements in this order: 2. Title page, featuring    1. Article title    2. Author names, affiliations and ORCID IDs (if appropriate), in order of appearance for publication    3. Contact email for corresponding author    4. Abstract    5. Keywords (up to 10)    6. Three key messages    7. Declarations and conflicts of interest (see [journal home page](https://www.uclpress.co.uk/pages/research-for-all))    8. Originality of article statement (see [journal home page](https://www.uclpress.co.uk/pages/research-for-all)) 3. Main text, including <insert near here> tags for where to place figures and tables 4. Acknowledgements (if any) 5. Academic biographies for each contributor (up to 75 words) 6. Reference list, including full references for contributors’ works 7. **NOTE:** We do not publish material in appendices; any such content should be included in the appropriate place in the text. 8. **PDF** containing most of the same material, but ***omitting*** elements (1b), (1c) and (4), and anonymising contributors’ works in the reference list. |  |
| **Figures and tables** | * Figures and tables are each numbered consecutively, starting from Figure 1 and Table 1 * Figures and tables are referred to in the text, e.g. (see Figure 1). * Figure and table numbering corresponds with the <insert> tags in the article text * Figures are submitted in separate image files (jpg, png, tiff or pfdf), labelled with the correct figure number. * Graphs and charts are editable and submitted with their Excel sheet. * Tables are inserted in the correct position in the text.   **NOTE:** If you are not yet able to provide images, graphs or charts in the correct format, please provide a note with your submission. |  |
| **Notes** | Except where unavoidable, footnotes/endnotes have been removed and either:   * incorporated into the text * turned into a reference * deleted |  |
| **Copyright permissions** | * Permission to reproduce any previously published images in an open-access publication has been sought and granted. * Permission to reproduce long extracts of published text has been sought and granted. * Evidence of permissions granted is included with my submission.   **NOTES:**  Copyright guidance is available [here](https://www.thebritishacademy.ac.uk/sites/default/files/Guidelines_on_Copyright-2008.pdf). The section on fair dealing includes information about use for educational purposes.  If you are not yet able to provide evidence of permissions, please provide a note with your submission. |  |
| **Informed consent** | * Where individuals are identifiable, including any images, videos, and any other personal and identifiable information, their permission to be included in an open-access publication has been sought and granted. Where children are identifiable, parental permission must have been granted, and the children’s informed consent is also preferable. * Evidence of consent granted is included with my submission.   **NOTE:** If you are not yet able to provide evidence of consent, please provide a note with your submission. |  |

For more guidance on your submission, please consult the [journals home page](https://www.uclpress.co.uk/pages/research-for-all).