



# Submitting your manuscript: Cheat Sheet

## Choosing a journal

Look out for these before choosing your journal:

- The journal's target audience
- The topics the journal publishes
- The types of articles the journal publishes
- Length restrictions
- Reputation of the journal
- Where the journal is indexed
- Compliance with funder mandates

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### Tip

Open access allows anyone to read your article, free of charge, online, which can make your article more likely to be read and cited.

## What do journal editors want

Journal editors want to publish **good quality science that is of interest to their readers**. Your submission is more likely to be accepted if it:

- Is within the scope of the journal
- Is novel and describes research that advances the field
- Adds to an active research field
- Is carefully prepared and formatted with all required sections present
- Uses clear and concise language
- Follows ethical standards

### For more information

check out our tutorial on [Submitting to a journal and Peer Review](#)

## Cover letters

If known, address the editor who will be assessing your manuscript by their name. Include the date of submission and the journal you are submitting to.

- First paragraph: include the title of your manuscript and the type of manuscript it is (e.g. review, research, case study).
- Second paragraph: you should concisely explain what was done, the main findings and why they are significant.
- Third paragraph: here you should indicate why the readers of the journal would be interested in the work.
- To conclude state the corresponding author and any journal specific requirements that need to be complied with (e.g. ethical standards).

## Submission checklist

Be sure that:

- The manuscript follows the Instructions for Authors
- All files are in the correct file format and of the appropriate resolution or size
- The spelling and grammar are correct
- You have contact information for all authors
- You have written a persuasive cover letter