Instructions-to-Authors – sample of checklist
From forthcoming Guide to Open Access Journals Publishing by Co-Action Publishing and Lund University Library

✓	The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
✓	The submission word-processing file is in Microsoft Word, RTF, or WordPerfect.
✓	When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., http://www.globalhealthaction.net)
✓	The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
✓	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
✓	If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.
✓	Please be consistent. The same elements should be keyed in exactly the same way throughout the manuscript.
✓	Enter only one space after the full-stop at the end of a sentence.
✓	Do not justify your text; use a ragged right-hand margin.
✓	Do not break words at the end of lines. Use a hyphen only to hyphenate compound words.
✓	Use a double hyphen (--) to indicate a dash in text.
✓	Do not use the lowercase l for 1 (one) or the uppercase O for 0 (zero).
✓	The space bar should only be used as a word separator. Use TAB when identifying paragraphs or separating columns in tables.
✓	Etc, etc
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	

This material is licensed under a Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License.