**Paper Check List**

 **Paper Data**

|  |  |
| --- | --- |
| Editorial supervisor  |  |
| Title of the paper |  |
| Name of the author |  |
| Author’s Contact Address  |  |
| Type of the paper  | 🞏 Research paper🞏 Conceptual paper🞏 Literature review 🞏 Case study 🞏 Viewpoint/commentary🞏 General review |

 **Paper Calendar**

|  |  |
| --- | --- |
| Received |  |
| Revised  |  |
| Accepted |  |

 **Reviewing Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Name | Sent to | Received | Final Status |
| Linguistic Acceptance  |  |  |  |  |
| Content Review #1 |  |  |  |  |
| Content Review #2 |  |  |  |  |
| Content Review #3\* |  |  |  |  |
| Statistical Review |  |  |  |  |
| Technical Review  |  |  |  |  |

 *\*only if needed*

 **Check List before publication (only if accepted)**

|  |  |
| --- | --- |
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| 🞏 | ghostwriting firewall & guest authorship firewall |
| 🞏 | contribution share (for co-authored papers only)  |
| 🞏 | financial disclosure (optional)  |
| 🞏 | paper file (for bibliometrics purpose)  |