**Brief introduction to the EASE quick-check table**:

It is intended to make life easier for both authors and editors. When preparing such a table, editors can delete or add some rows if they wish.

***Example journal:* Quick check for submissions**

The following table is provided as an example of how the details in this form may be presented.

|  |  |
| --- | --- |
| BASIC INFORMATION FOR AUTHORS | |
| **GENERAL GUIDELINES** | Manuscripts should be COMPLETE, CONCISE and CLEAR (see [*EASE Guidelines*](https://ease.org.uk/publications/author-guidelines-authors-and-translators/), available in many languages). Follow the appropriate [reporting guideline](https://www.equator-network.org/reporting-guidelines/), if applicable |
| **WORD LIMITS, etc.** |  |
| Body text | ≤ X words (justified exceptions allowed) |
| Abstract | ≤ X words; structured for original research (BACKGROUND, OBJECTIVES, METHODS, RESULTS, and CONCLUSIONS) |
| Keywords | ≤ X terms, singular, separated with commas; lowercase except proper names; avoid abbreviations |
| Highlights (below the abstract) | X-Y bullet points (≤ X words each, describing the study in lay terms) |
| Tables/figures | ≤ X tables/figures in total. Their description (captions, values, units, etc.) should be consistent and informative, with all abbreviations explained |
| **TITLE PAGE INFORMATION** | |
| Title | ≤ X characters, with a description of the study type, if relevant |
| Short running title | ≤ X characters |
| Author names | Full name: given name(s) first, family name last |
| Affiliation info required | Department, institution, city, country, email |
| Corresponding author contact details | Indicate with an asterisk, supply tel. # |
| Persistent identifiers of author(s), etc. | [ORCID](https://orcid.org/) iD(s), identifiers research project(s), if applicable |
| **STRUCTURE OF BODY TEXT, END MATTER, REFERENCES** | |
| Typical headings | Introduction (background and objectives), Methods, Results, Discussion (with a concluding paragraph) |
| Subheadings | ≤ X levels of subheadings, not numbered |
| Specific wording required for any section | Methods section must include usual ethical approval for human and animal studies (Helsinki/Institutional Review Board compliance, informed consent) and subsection “Statistical analysis”, identifying the variables and methods used |
| End matter (e.g. authorship contributions) | Identify authors by initials in the authorship contributions section (consider using [CRediT](https://www.casrai.org/credit.html)) and add information about funding, if received |
| References: maximum number | Not limited (with DOIs, URN, PURL, etc. if applicable) |
| Referencing style | X style required after acceptance (not for initial submission); for more details and examples, see <URL>. Endnote style can be downloaded here <URL>. Make sure that each citation is complete and accurate |
| **FORMATTING** | |
| Spelling | UK or US, if consistent |
| General style | * + Numbers ≥ 2 as numerals (for exceptions, see [*EASE Guidelines*](https://ease.org.uk/publications/author-guidelines-authors-and-translators/))   + Statistics: *p* ≤ 0.001, *n*= ## |  |
| **SUBMISSION NOTES** | |
| Cover letter required? Specific content? | Not required but text field in the online submission system allows for comments to the editorial office. Inform if the study was presented elsewhere |
| Links to all required author forms: needed at submission or after acceptance? Signed by all authors or by submitting author? | * + [EASE Ethics Checklist](https://ease.org.uk/publications/ease-checklist/) signed by corresponding author, at submission   + [EASE Form](https://www.ease.org.uk/wp-content/uploads/ease_form_0.pdf) and/or [ICMJE COI forms](http://www.icmje.org/conflicts-of-interest/) signed by all authors, at submission |
| Proposed reviewers: optional/mandatory? How many? What details are required? | Optional: suggest/oppose up to 3 potential reviewers (full name, email, institution). Consider diverse peer reviewers in terms of sex/gender, ethnicity and geographical distribution |
| Tables: separate files? | Include at the end of the manuscript (separate pages) |
| Figures: separate files? Any formats preferred? | For initial submission, figures can be embedded in the manuscript. If it is accepted, high-resolution files (EPS/TIFF/RAW) will be required |
| Supplementary files? | Upload any supporting data or other required files for review |
| Fees for open access, colour, etc.? | Publication fee X. Colour free online but X per figure for print |
| **JOURNAL POLICIES, etc.** | |
| Publication model\* | Open access, licence X; fee structure: <URL> |
| Preprint and prepublication | Articles already available on preprint servers or published in another language can be accepted but this must be declared at the time of submission |
| Data sharing | Recommended repositories: …  Clinical trials must include a data sharing statement; other studies may also do so |
| Peer review\*\* | External, double-blind review usually by X reviewers. Editors make the final decision |
| Manuscript acceptance rate and average times | About X% submitted manuscripts are accepted. Average time from submission to first decision after peer review: X months |

\* Publication models: subscription, hybrid (open access optional for a fee) or open access

\*\* Peer review systems: open, single-blind (authors do not know the identity of reviewers), double-blind (authors do not know the identity of reviewers, and reviewers do not know the identity of authors), triple-bind (also editors do not know the identity of authors/institution)