

1.1 Week 1 – Presentation of the Article

1. The Review Process in Journals
 - Does it follow guidelines published by the Journal you have applied to?
 - Is the paper in line with what the journal is looking for/tailored for?
 - Does the paper include References that are most commonly referenced in publications in this journal? This shows that the paper you have submitted has the same language as that journal and belong to the same scientific community. This minimizes desk reject for the same journal/desk editor. To fix this: one can go through article citations by this journal and add cited articles.
 - Have sent a Cover Letter along with the mail to chief editor at the Publishing house?
 - Contains Abstract?
2. Following Ethical Guidelines
 - There is no conflict of interest while publishing the paper? Check for any copyright infringements before submitting for publication. Also understand that you will lose the copyright and only retain the intellectual rights to the paper.
 - Check that all individuals that had a role in the design and conception of the paper have their names enlisted in the Authors list. This list can also cover individual contributions.

1.2 Week 2

1. Literature Review
 - Is the article an original creation?
 - Have you passed this through a plagiarism check?
 - Does it cover of the following dimensions of Originality?
 - I. New Empirical Work
 - II. Known Ideas in a new way
 - III. New Data to old problems
 - IV. New Contextualization
 - V. Trans-disciplinary Research
 - VI. Original Synthesis
 - VII. New Field of Research
2. Construction of Literature Review
 - Does your paper include proper references and citations?
3. Coherence of Research Design / Research Design
 - Does your article answer a concrete Research question that has been built to fill a Literature gap?
 - Does your research paper properly answer the research question it posed in the conclusion?
 - Is the problem coherent with the theoretical anchorage?
 - Is the Methodology Compatible with the problem established?
 - Is the paper covering one idea, or multiple ideas? The paper ideally should cover only one idea.

1.3 Week 3

1. Structure of Academic Paper

- Does your paper contain the following sections in the specific order: Title, Abstract, Introduction, Literature Review, Methodology, Results/Analysis, Discussion and Conclusion?
- Does your abstract contain proper Keywords?
- Does your introduction contain an outline that highlights what the paper is about?
- Does your paper contain a Literature review that enlist the material that one must be familiar with to understand the paper? This literature review should not be too exhaustive or too brief.
- Does your paper contain and explain the Methodology used?
- Does your paper contain references and a Bibliography?
- Does your research paper contain a Motivation?

1.4 Week 4

1. Is the Research Paper boring?

- Check whether the research paper is consistent?
- Does your research paper cover Illustrations?

2. Common Mistakes committed in papers

- Have you rigorously checked for Spelling checks, typos, and improper language?
- Have checked that the paper is in active voice and not Passive Voice?
- Have you gone through the paper to make sure that you haven't used any complicated words?
- Have You added Pagination in the Paper?