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| **Check** | **Item** |
|  | Format: Arial, size 11, double space, 0.5-inch margins |
|  | Make sure the number of tables/figures/words/abstract words fulfills the journal’s requirements. |
|  | Make sure each section in the main manuscript (Introduction, Methods, Discussion, and Conclusions) starts at the top of a page. |
|  | “Author Contributions” section shoud follow this guideline: <https://www.elsevier.com/authors/policies-and-guidelines/credit-author-statement> |
|  | Manuscript follows our in-house template when drafting, and then is split based on the submission system requirements. Store all split documents that will be uploaded to the submission system in an independent folder. |
|  | Reference format is consistent with the target journal’s requirement. |
|  | Words in figures should be as big as possible and clear enough. Figures are wrapped using “squared” method, and then grouped with the caption. Sub-figures are labeled with characters such as “(A)”, “(B)”. |
|  | Manuscript is “spellchecked,” and “grammer-checked”. |
|  | Double check how to write the “Conflict of Interest” section with collaborators who have an affiliation with a commercial company. |
|  | Recommended reviewers are more than the least number of required recommended reviewers. They should have no collaboration with us, no overlap with our affiliations, and be junior researchers (Post Doc, Assistant Professor). Write the reviewers at the end of the cover letter. |