

# PeerJ Resubmission Checklist

Go through these checks now, and just before you resubmit.

## Manuscript submission

Upload these three documents to your article's *files* submission screen

- **Rebuttal letter** - submit a single rebuttal letter (no cover letter required):
  - must contain a response to **every** requested change
  - use a point-by-point structure
- **Main manuscript** - the revised manuscript as a .DOCX, .DOC or .ODT file. Ensure no tracked changes are shown, are all accepted and turned off.
- **Tracked changes manuscript** - identical to your main manuscript but with all changes highlighted. Highlight changes with one of these methods:
  - Word (or similar) tracked changes
  - LaTeX *diff* file
  - highlight changes in bold
  - highlight changes with a text background color

## Manuscript preparation

Use these checks to prepare your manuscript

- Figures and tables **must not** be included in the manuscript text.
- Upload all figures and tables as separate primary files.
- A title and legend is entered in the system for each figure and table file.
- Manuscript content checklist:
  - title page with author names and affiliations
  - manuscript text
  - acknowledgements (make sure no financial info included here)
  - reference list contains all publication information including full author names
    - replace 'et al' with full author names ([EndNote guide](#))
- Equations must be editable.
- Lines numbers viewable.
- All figures and tables must be cited in the manuscript text. Do a final check that they are cited in order (a common error after editing the text):
  - **Table 1** must be cited before **Table 2** and so on...
  - **Figure 1** must be before **Figure 2** and so on...
- If you need to supply a PDF because of formatting problems, please provide the text file (DOC, DOCX, etc) as your Primary Manuscript File, and leave us a Note to Staff describing the formatting problems. We will convert it for the reviewing PDF during checks.

- **Remove** from your manuscript text (if present):
  - Competing interests statements
  - Funding statements
  - Keywords
  - Author contributions
  - Supplemental files, and supplemental file text links, legends, titles or filenames.  
(At production, we will create an '*Additional Information*' section containing links to the supplemental files you have submitted.)

## Authors

Make sure your author details are 100% correct for publication

- All coauthors must confirm authorship via the link in their coauthor invitation email. You can re-send invitations if needed.
- If you need to add or remove any authors, leave a Note to Staff explaining all author changes, with reasons.
- The author names and affiliations you entered into the PeerJ system must **exactly** match the names and affiliations on your manuscript title page.

## Raw data or code

Submission of your raw data or code in accordance with our [Data Sharing policy](#)

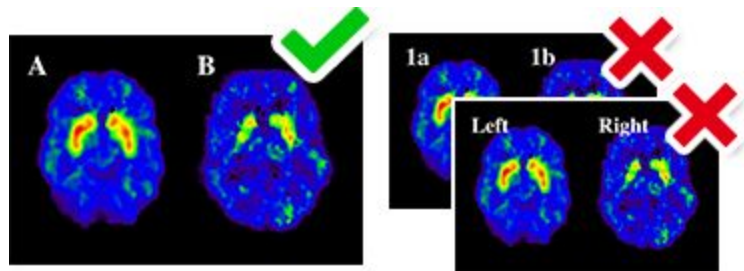
- Submit your raw data or code for review and eventual publication if you haven't already. If you cannot submit, please explain your reason(s) with a Note to Staff.
- If your article uses raw data or code to generate statistics, facts or figures etc. you must submit it for review, even if you didn't generate, collect or analyze it yourself.
- Specify in detail how you are submitting your raw data or code in your raw data declaration.
  - If submitting as a supplemental file:
    - state which files
    - all raw data supplemental data files must have the legend '*raw data*'
    - if your raw data is >30MB in total, upload to FigShare (or similar) and submit link in the raw data declaration.
  - If submitting in the manuscript text
    - state the page number, and exact location
  - If submitting a link
    - explain when, and how it can be publicly accessed
    - submit a working, direct link(s)

## Figures

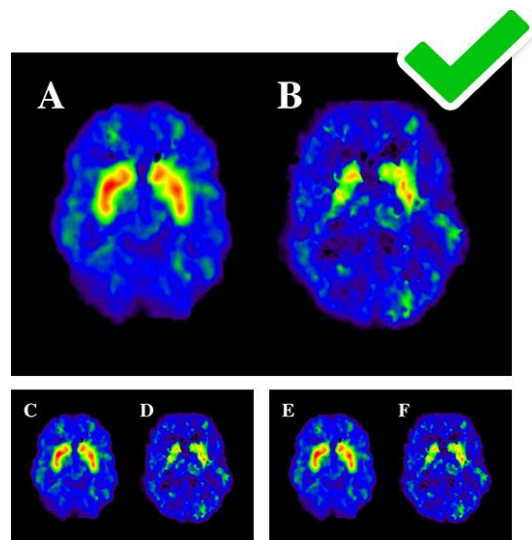
We need high quality figures, ready for production

- The authors must hold copyright for all figures. For each figure not covered, please submit written permission to publish under our CC BY 4.0 licence. You can use this [copyright permission letter](#).
- For photographs showing faces, either completely obscure their faces or submit a permission letter from each person whose face is shown.
- Do not rely entirely on color to differentiate between elements in your figure.
- Titles and legends must not appear in any figure image. Always add as text, in the submission system, or in the manuscript text.
- All figures should be at least 900x900 pixels.
- Remove excess whitespace around figures.
- Save your figures as EPS, PNG, JPG (photographs only) or PDF (vector PDFs only, **not** bitmap).
- Name your files using sequential numbering e.g. **Fig1.eps**, **Fig2.png**.

- Combine multipart figures as alphabetically labelled, single image files e.g.



- For multipart figures containing multipart figures, use continuous alphabetic labelling e.g.



## Tables

- All tables must be editable:
  - submitted as a DOC, DOCX or equivalent
  - **Do not** submit JPG or PDF tables within your manuscript text
- Name your files using sequential numbering e.g. **Table1.doc**, **Table2.doc**.

## Supplemental files

- All supplemental files must have legends. Use complete descriptive sentences, as your text will be published. Do not include filetype text such as 'excel file'.
- The authors must hold copyright for all supplemental files. For each item not covered, please submit written permission to publish under our CC BY 4.0 licence. You can use this [copyright permission letter](#).
- Large supplemental video files (>30MB) must be submitted as a video link in the raw data declaration e.g.
  - 'Link to video of Fgfr1 promoter driven GFP in the DG of P7 mice: [LINK]'

## Funding statement

- Make sure your funding statement is complete. It must:
  - declare **all** funding/sources of support (external and internal to your org).
  - include **all** financial and grant disclosure information.
  - end with the statement '*There was no additional external funding received for this study.*'
- Do not place any funding information in the Acknowledgements section of your manuscript text.

## Human studies

- Submit proof of approval from the relevant Institutional Review Board (IRB) or Ethics Committee, in the human studies declaration in the system:
  - enter approval number, or
  - upload an official document as a supplemental file
- If you have an exemption from ethical approval, please provide proof of exemption as a supplemental file.
- Ensure your manuscript text references which form (verbal or written) consent was used.
- If you used human participant consent forms while conducting your research, provide an empty copy of the consent form as a supplemental file.