



Research Medical Library

Access. Answers. Expertise.

This is an old version of the checklist, retired 5/28/2021.

[Download the new checklist.](#)



Planning and organizing

Meet with co-authors to determine roles, publishing strategy, and deadlines. Draft a manuscript proposal.

Organize your lab notes or clinical data and other materials.

If needed, make a [data management plan](#).

List the experiments/interventions and results that will be discussed in the paper.

Work with a statistician to ensure that the statistics in your paper are accurate.

List the names of the materials used and their suppliers.

[Choose a journal](#). Check the journal's author instructions to make sure your paper meets all the criteria.

Write out the hypothesis or purpose statement and conclusion of your study.

Plan the structure (outline) of the manuscript.



Writing and Editing

Create the figures and write the legends; create the tables.

Write the title page and acknowledgments section.

Write the manuscript. The parts of a manuscript can be written in any order.

Write the Abstract. Make sure it conforms to the journal's format and word limit.

Ensure that the appropriate literature is cited in the manuscript. Make sure that all references in the text are cited in the reference list and vice versa, and make sure that the reference list and citations are formatted according to the journal's style requirements.

Cross-check the data in the Abstract, text, figures, and tables.

Obtain written permission from scientists listed in the acknowledgments and for citing others' unpublished data. Also obtain written permission to use any previously published (i.e., [copyrighted](#)) material (e.g., figures and tables).

Have a colleague review your draft.

Provide early drafts of the manuscript to co-authors for review and incorporate their suggestions.

Send the manuscript to RML-Editing@mdanderson.org for editing.

Ensure that all co-authors review the final draft, including figures and tables. Inform all co-authors of any changes made to the final draft.



Submitting and Revising

Prepare submission materials (cover letter, manuscript, figures, suggestions of reviewers to request or a void, copyright transfer agreement, etc.).

Submit the manuscript to the journal.

Make sure any negotiations about the manuscript or its publication are communicated to all co-authors.

If relevant, make the decision about whether to revise and resubmit the manuscript to the same journal or to a different one.

[Address comments from the journal's reviewers.](#)

Resubmit the revised manuscript.