

Author Checklist

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General Checklist before Submitting and Revising a Manuscript to UJERT

1. Read the ‘Guidelines for Authors’ at www.environmentaljournal.org and make sure that the manuscript (text, tables, figures, photographs etc.) meets UJERT requirements
2. The manuscript contains the main sections as Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgments and References
3. Check out the spells and grammatical errors, if any in the manuscript
4. The title of the manuscript is short descriptive without any abbreviations
5. Ensure that all the information needed on first page of the manuscript is provided
6. Names of all authors and their affiliations with complete address are included and indicated with superscript numbers (i.e. ¹Sharm S. M).
7. Name of the corresponding author with affiliation, complete correspondence address and email is included on first page of the manuscript

8. The manuscript is in single column; single spaced and in MS office 2003 or 2007 format.
9. Abstract is brief without any reference, in single paragraph and of no more than 300 words with a descriptive summary of the major findings in the manuscript
10. The pages are numbered at the right bottom and consecutively, beginning from the title page
11. Document has continuous line numbers from start to end
12. Keep language of your article simple, short, clear to understand and precise without grammatical errors
13. Do not use repetitive sentences or words in the text
14. The data is not repeated or presented again in table, figures or image form
15. Ensure that the units and abbreviations used throughout the text are in conformation with the International System of Units (SI) and internally accepted style
16. Abbreviations are written with full form when used first time and later in short (abbreviated)
17. Ensure that the graphs and histograms are properly created and neatly formatted
18. Ensure that the statistical analysis of the data is presented and has been in connection with that presented in the figures or tables
19. References contain the article titles and name of the journals with issue and page numbers and also formatted according to the style of UJERT

20. References are arranged in alphabetical order starting with A and ending with Z
21. Cross check each reference cited across the article and in the reference section. Pay close attention to the spelling of cited authors and also the years mentioned
22. The references cited are latest and up-to-date. Purposefully add latest literature in the revision of the manuscript, if required
23. Unpublished work and personal communications are not included in the manuscript
24. Check carefully that the graph area, plot area, font size and style of the X-Y, legends and title axis of all the graphs are the same
25. Ensure that all other information presented in the form of photographs, graphs, figures, histograms etc. is self explanatory and much clear to view especially in print form
26. All tables, figures, photographs, images etc. are prepared according to the journal format and are with Arabic numerals
27. Tables, figures, images are also referred into the text and numbered consecutively wherever applicable
28. Table titles, figure legends and image titles are on the ordinary manuscripts rather than inside
29. Respective symbols, abbreviations or any other terms used are defined in the tables, figures as well as in images
30. Make sure that the figures or images are generated in JPEG or TIFF format

31. Carefully check that all documents needed have been attached along with manuscript

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