A NURSE’S STEP-BY-STEP GUIDE TO PUBLISHING A DISSERTATION OR DNP PROJECT
BY KAREN ROUSH

SUBMISSION CHECKLIST

**Cover Letter**
- Have I addressed it to the Editor-in-Chief of the journal?
- Have I included a statement that the manuscript has not been published before?
- Have I included a statement that the manuscript has not been submitted elsewhere?
- Have I noted if the manuscript is from a dissertation or scholarly project that is on a repository, such as ProQuest or a program’s website?
- Have I included any potential conflicts of interest or stated that none exist?
- Have I noted whether any needed permissions have been obtained?

**Abstract**
- Is the abstract the correct word count for the journal?
- Is it in the correct format—structured or unstructured?
- Have I removed citations from the abstract?

**Keywords**
- Have I included the required number of keywords (usually five)?
- Are the keywords the most likely search terms readers would use to find my article?

**Manuscript**
- Have I removed authors’ names from the manuscript?
- Is the formatting in the correct style?
- Have I included page numbers and line numbers if required?
- Is the manuscript body the correct page or word count?

**Tables and Figures**
- Have I created separate documents for tables and figures if required?
- Have I included a placeholder for tables and figures that are not included in the body of the manuscript?
- Have I included a credit line for tables or figures that I reprinted or adapted from elsewhere?
- Do the tables and figures contain all the information the reader needs to understand their content (i.e., legends or keys)?

**Permissions**
- Have I addressed any permissions needed for figures, photos, or illustrations?
- Have I included any needed permissions from people who are identifiable or who appear in photographs?

**Authorship and Disclosure Forms**
- Do I have all the information I need from coauthors to complete authorship and disclosure forms?
- If individual forms are needed from each author, have they been completed?
- Am I being completely transparent in reporting any potential conflicts of interest?
- Have I disclosed all funding sources?