

Manuscript Screening Checklist

A structured desk-review tool for journal editors

Journal

Manuscript ID

Manuscript title

Screening editor

Date

A. Submission completeness

#	Review criterion	Status	Notes / action
1	Cover letter and complete manuscript received	☐ Yes ☐ No ☐ N/A	
2	Author names, affiliations, email addresses and ORCIDs supplied	☐ Yes ☐ No ☐ N/A	
3	Abstract and keywords included	☐ Yes ☐ No ☐ N/A	
4	Tables, figures and supplementary files present and readable	☐ Yes ☐ No ☐ N/A	
5	Funding, conflict-of-interest and ethics declarations included	☐ Yes ☐ No ☐ N/A	

B. Editorial suitability

#	Review criterion	Status	Notes / action
---	------------------	--------	----------------

1	Topic fits the journal aims and scope	☐ Yes ☐ No ☐ N/A	
2	Submission demonstrates a clear scholarly contribution	☐ Yes ☐ No ☐ N/A	
3	Research question/objectives are explicit	☐ Yes ☐ No ☐ N/A	
4	Methods are appropriate and sufficiently described	☐ Yes ☐ No ☐ N/A	
5	Results support the conclusions	☐ Yes ☐ No ☐ N/A	
6	References are relevant and reasonably current	☐ Yes ☐ No ☐ N/A	
7	Language and structure permit meaningful peer review	☐ Yes ☐ No ☐ N/A	

C. Integrity and reporting

#	Review criterion	Status	Notes / action
1	Similarity report reviewed and concerns assessed in context	☐ Yes ☐ No ☐ N/A	
2	No evidence of duplicate or simultaneous submission	☐ Yes ☐ No ☐ N/A	
3	Authorship information appears credible and complete	☐ Yes ☐ No ☐ N/A	
4	Human/animal research approval and consent stated where required	☐ Yes ☐ No ☐ N/A	

5	Data availability and research transparency are adequate	☐ Yes ☐ No ☐ N/A	
---	--	---	--

Desk decision

Outcome

Reasons

Required action

Editor signature