Sample - WRITING CHECKLIST
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- GRAMMAR, NOMENCLATURE, PUNCTUATION, ETC
  - Proofread documents for typos (spelling, missing punctuation, extra spacing, incorrect capitalization, consistent font size, type and color)
  - Use correct gene/transcript/protein nomenclature for each species
  - Use present tense in describing published results
  - Use past tense in describing reported results
  - Use full spelling of each term in FIRST use, before reverting to abbreviation
  - Only insert single space after period, not double

- RESULTS AND STATISTICS
  - Statistics should be reported and formatted the same way in every single case, according to that of published articles from the target journal
  - Results should be reported/described in the same way in every single case; i.e. repeat the same sentence with different data rather than changing word order for similar types of data
  - Results should be reported in the same order in each result section and legend (i.e. male then female, treatment then control, RNA than protein, etc)

- FIGURES AND FIGURE LEGENDS
  - Figure legends must describe every panel of the figure
  - Figure legends should conform to the average length of the target journal (e.g. number of sentences per panel, statistics included in legend, abbreviations, n, etc)
  - Figures must be referenced the same way throughout (e.g. Figure X, FIG. X, Fig. X, etc)
  - Reference figures correctly in the main text; i.e. confirm figure listed in text refers to the correct figure and panel
  - Order and number figures and panels (including supplemental figures) in the order that they appear in the text
  - Format figure legends as in published papers of the target journal

- CITATIONS
  - All statements of fact must include 1-2 citations; claims of ‘well-documented’ findings must be supported by 3-5+ citations
  - Citations must include year, volume, number, page
  - Citations must be listed in order of use
  - Citations cannot be repeated; find/remove duplicate citations by searching document for each author name in the bibliography

- METHODS
  - Use published, precise language to describe the methods
  - Include 1-2 citations for each method described
  - Do not refer to ‘standard laboratory protocol’ in the methods section

- LANGUAGE QUALITY AND PROOFREADING
  - Check document for language clarity before submitting (solicit help from the writing center, use speech-to-text, solicit help from a peer that is a good writer)
  - Revise document and proofread at least 5 times before submitting, including one time printed as a hard-copy and ‘redlined’