

JTAF Editorial Screening Checklist 2026

Initial submission assessment before peer-review assignment

Document code	JTAF-ESC-2026
Version	2026.1
Date	18 September 2026
Status	Publisher Library - INTERNAL

Use this checklist for every new submission before it is sent to external peer review. Record deficiencies and return incomplete submissions to the author before reviewer assignment where appropriate.

INTERNAL EDITORIAL USE ONLY

A. Submission record

Submission ID	
Article title	
Article type / section	
Assigned editor	
Screening date	

B. Scope and basic eligibility

Check	Requirement / Requirement	Notes / Action
☐	Within JTAF focus and scope	
☐	Article type is appropriate: Short Communication / Research Article / Review Article	
☐	Manuscript is original and not obviously outside scholarly publication standards	
☐	No obvious duplicate submission or previously published full article	

C. Files and anonymization

Check	Requirement / Requirement	Notes / Action
☐	Main manuscript file is present and readable	
☐	Review manuscript is anonymized: no author names, affiliations, acknowledgements, identifying headers/footers, or embedded obvious identifiers	
☐	Figures/tables/supplementary files are present when required	
☐	Article Components have been selected appropriately	

D. Authors and contributor metadata

Check	Requirement / Requirement	Notes / Action
☐	Author names and order are complete and consistent	
☐	Corresponding Author is identified	
☐	Affiliations, countries, and active email addresses are complete	

Check	Requirement / Requirement	Notes / Action
☐	ORCID iDs are recorded where available	
☐	Generative AI tools are not listed as authors	

E. Submission metadata

Check	Requirement / Requirement	Notes / Action
☐	Title is complete and consistent with the manuscript	
☐	Abstract is present and adequate	
☐	Keywords are provided and relevant	
☐	Supporting Agencies / funding information is completed where applicable	
☐	References metadata is provided and corresponds with the manuscript	
☐	Competing Interests statement is completed	
☐	Data Availability Statement is completed	

F. Research integrity and policy compliance

Check	Requirement / Requirement	Notes / Action
☐	Ethical approval / permit information is present when required	
☐	No obvious authorship, plagiarism, fabrication, falsification, image, or duplicate-publication concern requiring escalation	
☐	Generative AI use, if disclosed, is consistent with JTAF policy	
☐	Third-party copyrighted content appears to have appropriate permission or attribution	

G. Technical and editorial readiness

Check	Requirement / Requirement	Notes / Action
☐	Manuscript follows the current JTAF Article Template substantially enough for review	
☐	Language is sufficiently understandable for peer review	

Check	Requirement / Requirement	Notes / Action
☐	References and in-text citations are reasonably consistent with JTAF style	
☐	Figures/tables are legible and referenced in the text	
☐	Files can be opened without errors	

H. Screening outcome

Select	Outcome	Notes
☐	Proceed to peer review	
☐	Return to author for technical correction	
☐	Editorial clarification required	
☐	Desk rejection / outside scope	
☐	Escalate research-integrity concern	

I. Editor notes

J. Sign-off

Role	Name / Signature	Date
Editor / Journal Manager	_____	Date: _____
Second check (if required)	_____	Date: _____