

JTAF Publication & Proof Checklist 2026

Final quality control before publication

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

Use after editorial acceptance and before publishing the article in an issue. The objective is to prevent metadata, DOI, galley, licensing, authorship, and production errors from reaching the public record.

INTERNAL EDITORIAL USE ONLY

A. Article identification

Submission ID	
Article title	
Issue / publication schedule	
Section	
DOI	
Final QC date	

B. Editorial decision and final files

Check	Requirement / Requirement	Notes / Action
☐	Final acceptance decision is recorded in OJS	
☐	Final author-approved manuscript / copyedited file is present	
☐	All revision files and editor decisions are resolved	
☐	No unresolved reviewer/editor queries remain	

C. Author and metadata verification

Check	Requirement / Requirement	Notes / Action
☐	Author names and order match the approved final manuscript	
☐	Corresponding Author and affiliations are correct	
☐	ORCID iDs are correct where available	
☐	Title, abstract, and keywords are final and consistent	
☐	Funding / Supporting Agencies metadata is accurate	
☐	Competing Interests and Data Availability statements are final	

D. DOI and publication metadata

DOI assignment rule

JTAF automatic DOI assignment is configured for Upon Publication. Do not alter registered DOI suffixes or previously deposited DOI patterns without Crossref coordination.

Check	Requirement / Requirement	Notes / Action
-------	---------------------------	----------------

☐	DOI prefix and suffix are correct	
☐	DOI has not been duplicated	
☐	Issue, volume, number, year, section, and publication date are correct	
☐	Pagination / article numbering is final where applicable	
☐	Crossref deposit metadata will match the published article	

E. Galley and visual proof

Check	Requirement / Requirement	Notes / Action
☐	PDF/HTML galley opens correctly	
☐	Header/footer, journal title, ISSN, DOI, running title, and page numbering are correct	
☐	Figures are clear, correctly numbered, and cited	
☐	Tables are complete, readable, and cited	
☐	Equations, symbols, units, superscripts/subscripts render correctly	
☐	No tracked changes, comments, hidden instructions, or author query markers remain	

F. References and links

Check	Requirement / Requirement	Notes / Action
☐	Reference list corresponds with in-text citations	
☐	Reference formatting is reasonably consistent with Elsevier-Harvard (with titles)	
☐	DOIs/URLs in references are correct where available	
☐	External and internal links in the article work where applicable	

G. Policy, rights, and declarations

Check	Requirement / Requirement	Notes / Action
☐	Copyright holder is the author(s)	
☐	License is CC BY-SA 4.0	

Check	Requirement / Requirement	Notes / Action
☐	License statement is displayed correctly on the publication page / galley where applicable	
☐	Ethics / consent / permits are included where required	
☐	Generative AI disclosure, if applicable, is presented according to policy	
☐	Third-party material permissions are resolved	

H. Fee and administrative verification

Check	Requirement / Requirement	Notes / Action
☐	Applicable APC or approved waiver is verified	
☐	Optional Fast-Track / translation payment is recorded separately where applicable	
☐	Payment verification is documented; payment has not influenced editorial decision	

I. Final publication checks

Check	Requirement / Requirement	Notes / Action
☐	Article appears correctly in the selected issue	
☐	Article page metadata and galley buttons display correctly	
☐	OAI/public access remains enabled	
☐	Publication date is final	
☐	Article is ready for Crossref deposit and indexing/discovery workflows	
☐	Final public-page check completed after publication	

J. Authorization

Role	Name / Signature	Date
Production / Layout	_____	Date: _____
Managing Editor / Journal Manager	_____	Date: _____
Final release authorization	_____	Date: _____