

International Journal of Marketing & Distribution (IJMD)

Submission checklist, academic integrity statement, and copyright transfer agreement

The following checklist covers items that are often overlooked in the writing of manuscripts. Authors are asked to submit the manuscript to the Editorial Board after referring to the following checklist. This checklist also includes statements about academic integrity. The document also includes a passage about transfer of copyright to JSMD. All authors of a manuscript should sign this document.

Academic integrity and ethics, copyright, and citation

- Are you certain that the paper or research reported therein does not violate generally accepted guidelines on academic integrity and ethics, including—but not limited to—plagiarism, analytical manipulation, fabrication of data, or other types of scientific misconduct? (Please also check the following list of items)
- Are you certain that this paper has never been published before? Are you sure that publication of this work would not constitute double submission or plagiarism? (Please also individually check the following two sub-items)
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- Has your paper or a major part of your paper not been previously published as a full paper in conference proceedings? Have these proceedings not been made publicly accessible to non-participants of the conference as either a downloadable or paper-based official publication?
- If you have previously submitted your manuscript to a different journal but it has been rejected, have you revised your manuscript by incorporating reviewer and editor comments you received at that time before submitting it to IJMD?
- Have you requested the permission in writing as necessary in order to cite already published papers, figures, and tables?
- Are all citations accompanied with sources and original pages?

Paper information

- Is the length of your paper within the maximum number of words?

- Is the title (any subtitles should follow a colon) appropriate to the article, and is it of sufficient length (approximately 12-15 words)?
- If the work has been co-authored, have you included the names of all of the authors as well as their affiliations?.
- Is the length of the English abstract adequate (150–200 words)? Have appropriate keywords also been chosen (3-6 words)?

How to write your manuscript

- Have you written the main text in English, and have you chosen the correct paper format (A4), (12-point Times New Roman font, left justified, double-space), as well as set up appropriate margins on all four sides (margins of 25 mm at the top and bottom and 30 mm on the right and left)?
- Does the Word file of the manuscript correctly contain the main text, list of references, footnotes (in the main text), figures (each figure should start on a new page and contain the title (caption)), and tables (each table should start on a new line and contain its title and notes) in this order?
- Are pages numbered consecutively?
- Has the English manuscript been reviewed by a native expert?

Paragraph and headings

- Have you correctly used each type of headings (four types)?

Abbreviations

- Are there any inappropriate abbreviations?
- Are the abbreviations fully and clearly explained?

References

- Have the references been listed correctly? Additionally, do the spelling and the year of publication described in the list of references correspond to the quotations in the main text?

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- Did you include all necessary main elements in your paper?
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- Has the use of footnotes in the main text been minimized? Are the footnotes numbered consecutively, continuing from the footnotes on the title page?

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- Are all figures and tables numbered, titled, and annotated when necessary?
- Are all figures and tables quoted in the main text? Are they numbered in the same order as referred to in the main text? Have you indicated in the main text where figures and tables should be inserted?
- Is the use of ruled lines in the tables kept to the minimum?
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- Have you prepared all necessary files (Main manuscript file: tables, figures, and appendices, each on a new page)?
- Have you checked whether all personal information, comments, and tracked changes have been removed from the files?
- Have you labeled each of the files clearly so that the file name reflects the title of your paper and the contents of the file?
- Have all authors signed this document?

Academic integrity statement and copyright transfer agreement

Manuscript Title: _____

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