|  |  |  |
| --- | --- | --- |
| **NO** | **STEPS TO BE CHECKED** | **YES/NO** |
| **1** | Is there a missing section in the article? Are all pages, figures, and tables included? |  |
| **2** | Does the article draft comply with the journal's guidelines? |  |
| **3** | Is all the information on the cover page complete and accurate? (Article title, author names, institutions, addresses, emails, and ORCID numbers) |  |
| **4** | Is the article a maximum of 30 pages? |  |
| **5** | Is the article a maximum of 10,000 words? |  |
| **6** | Is the abstract a maximum of 200 words? |  |
| **7** | Does the article contain at least 6 keywords? Are the keywords singular? Are commas used between keywords? |  |
| **8** | Are abbreviations appropriate and written out fully form the first time they are used? |  |
| **9** | Are the table and figure captions in the correct location? Are they numbered correctly? Are they clear? |  |
| **10** | Are the figures (drawings and photographs) of appropriate quality? Are they clear and legible? |  |
| **11** | Have the formulas been written centered and numbered? |  |
| **12** | Are the citations consistent with the writing guide and article draft rules? |  |
| **13** | Is the reference list sorted alphabetically by the surname of the first author? |  |
| **14** | Are all the sources in the reference list cited within the text? |  |
| **15** | Is the article file in DOC or DOCX format and file name is correct for uploading? |  |
| **16** | Is single-line spacing used in the text? |  |
| **17** | Is the text prepared in one columns and justified? |  |
| **18** | Are paragraphs separated by one line without indentation? |  |
| **19** | Are the page margins 1.6 cm top / 1.5 cm bottom / 1.3 cm left / 1.4 cm right? |  |
| **20** | Is the header and footer margin 1 cm? |  |
| **21** | Is the entire document written in 10-point Times New Roman font? |  |
| **22** | If necessary, are only the tables in 9-point font size? |  |
| **23** | The Symbols and Abbreviations section is mandatory and can be provided at the end of the introduction section.  |  |
| **24** | The full text of the manuscript should not include the authors' names or email addresses. However, they should be included on the title page. |  |

**\*Even if your article is accepted, it will be rejected if there is a violation in the above control form.\***

|  |  |  |
| --- | --- | --- |
| **Corresponding Author Name-Surname** | **Date** | **Signature** |