Author Checklist

Below is a quick checklist specific to mSphereDirect® submissions. Manuscripts must be submitted as Research Articles and formatted as such according to the *mSphere* Instructions to Authors. This list is not all-inclusive. Authors are encouraged to review those Instructions to Authors for additional guidelines and details, as well as a more general checklist.

Required Submission Elements	
Cover Letter	☐ Includes a description of why the particular reviewers were chosen and how the review process was undertaken.
Final Reviewed and Revised Manuscript	☐ Double-space and left-justify the manuscript; use 12-point type and 1-inch margins; use portrait layout for 8½″ × 11″ paper. Add continuous line numbers.
	☐ Title page. On the title page (first page of the manuscript), include the full working title, author byline with all authors' full names and affiliations, and the corresponding author's contact information.
	☐ Abstract. The abstract (≤250 words) should concisely summarize the content of the paper without presenting extensive experimental details.
	☐ Importance paragraph. Separate from the abstract, the Importance paragraph (≤150 words) should be a nontechnical explanation of why the work was undertaken.
	☐ Upload a marked-up manuscript file showing the changes made.
Response to Reviewers	☐ Upload the point-by-point responses to the reviews as a Response to Reviewer Comments file.
Manuscript Approvals	☐ E-mail confirmation from the reviewers that they are satisfied with the revision and recommend publication. Save e-mails as PDFs and upload them as Related Manuscript File(s).
Review Forms	☐ Include at least two (2) completed and signed mSphereDirect review forms. (ALL solicited reviews must be submitted.)
Example	☐ Please see this example of properly formatted and assembled materials for submission.

Reviewers	
Reviewer Requirements	☐ Must have published at least five scientific articles, within the corresponding area of expertise and within the past 5 years, in established peer-reviewed, international, English-language journals that are indexed in PubMed, as a first or corresponding author in at least two of the publications.
	☐ Must be affiliated with an established nonprofit or for-profit institution and must have an institutional e-mail address.
	☐ May not be from the same institution as the author(s).
	☐ May not have coauthored articles or otherwise collaborated with the author(s) within the last 5 years.
	☐ Must not have trained with or mentored (i.e., as a doctoral or postdoctoral advisor) the author(s) at any time.
	☐ Must be in a faculty-level (or comparable) position or have completed at least 5 years of postdoctoral training.
	☐ Must have agreed to be identified by name and institutional affiliation in the published paper if the manuscript is accepted.