

# PE Author Checklist

Have an article to submit to PE?

Please use this handy checklist to help prepare your article.

## **This article is original and complete:**

- It has not been published anywhere else—online or in print.
- It has not been submitted to any other publication or web site for consideration.
- I have obtained permission to reuse any material in my article that comes from other sources.
- All figures, graphs, photos, and illustrations are original—i.e., created by me/my co-author(s).
  - I/we have not copied images from the Internet, online/electronic publications, conference presentations, or company materials.
  - If I/we have used figures, graphs, etc. from any other source, I have provided or will provide written permission from the owner of that material.
- I have included a list of references (bibliography) at the end of the article.

## **Text and figures or other graphics are ready for PE review:**

- The text is in a Microsoft Word file.
- All figures are at least 300 dpi (> 1 MB) if I have been able to obtain this. Where possible, I have attached original Microsoft PowerPoint and Excel files.
- If required, I have my employer's permission to publish this article.
- I have indicated if corporate or legal review is required before the article can be published.
- The article focuses on novel and innovative technical approaches without excluding alternatives options. I understand that PE cannot publish articles with a commercial focus.

## **I'm OK with the terms of publication:**

- Once the article has been accepted for publication, ISPE may edit, revise, and delete copy as appropriate.
- ISPE may publish the article online or in other venues.
- I understand that PE can't promise that the article will be published, or that it will be published in a specific issue of the magazine.

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