Appendix 13   PEN Writer's Checklist

Before submitting your MS WORD document for editing please check that your document is ready. Include information on the reviewer's including their name, email address and country of origin.

For all content – new or updated:

☐ I read Appendix 11 of the PEN Writers Guide on plagiarism. **Note**: modifying just a few words is an inadequate summary and appraisal.

☐ All of the evidence statements are reflected in the Key Practice Point (KPP). **Note**: extra information from articles may be included in the Comment section. Evidence statements are NOT to be summaries or replications of study abstracts.

☐ When appropriate I have included a Rationale statement for a Key Practice Point. This includes a proposed mechanism of action (e.g. biochemical interaction contributing to the effect). This is very useful to the reader.

☐ All of the comments from reviewers have been incorporated or addressed in my author's MS WORD working document. **Note**: authors should save the copy with the reviewer's comments, indicating that you have addressed each one with a check mark or why you didn't address them in case the reviewer asks why the comment wasn't addressed once the content is posted in PEN. The editor does not need to see the comments, but it is good to have such a document if there are questions as to why the content changed.

☐ I have noted in a Comment bubble any of the submitted content that requires copyright permission e.g. a table from an article.

☐ I have linked all journal articles in the reference section to PubMed abstracts, when available. Note: if an article is not found in PubMed, try to find a link to the abstract elsewhere.

☐ I have ensured that all references in the reference list match those in the written content, all are used, are in the correct order, and are formatted exactly according to the PEN Style Guide (**see page 10 - Appendix 18 of the PEN Writer's Guide for correct citations for different types of references)**.

☐ I have identified tools and resources and have provided the required information according to the headings in Section 4. 10 Related Tools and Resources page 18-19 of the PEN Writer's Guide.

For reviewing and updating an existing knowledge pathway or a question:

☐ I started with the clean copy of the existing PEN content that I received from a PEN team member. **Note**: if the changes are too significant to use track changes, please contact the PEN Editor for guidance on how to proceed.

☐ I used Track Changes when making my edits in the MS WORD document.

☐ I updated questions by conducting a literature review, reviewing and updating each KPP, each evidence statement and reference. **Note**: if there are no changes for an evidence statement, it is assumed that the evidence statement has been reviewed and it is still up-to-date.

☐ I have indicated, using a Comment bubble, if the related questions (if included in the MS WORD document) are or are no longer consistent with the new/updated content.

☐ I added any new questions to the MS WORD document following the updated/reviewed existing questions. I have clearly indicated which ones are new by adding a Comment bubble. **Note**: this can be done by using comment boxes or a bolded heading at the start of the new practice question section.

☐ I have reviewed all tools and resources attached to the KP and clearly indicated which ones to delete and which new ones to add.

☐ **I completed the Intellectual Property Waiver and Declaration of Affiliation & Interests forms.**