

Author's Responsibilities Checklist

Does your publication meet accessibility standards?

Have you contacted your potential reviewers before submitting your draft to FastTrack?

Have you uploaded all drafts related to your manuscript to FastTrack?

Have you addressed all of the managing editor's concerns within the established timeline(s)?

Have you created a brief summary (100 to 270 characters) of your publication?

Have you submitted a brief description of each image submission?

Have you provided keywords and UME website [resource tags](#)?

Have you provided the original document files...

- If someone else laid out and/or formatted your publication?
- If you used Excel or PowerPoint to create an image or graph?