JOURNAL SUBMISSION CHECKLIST
AI & ML DOCTORAL MANUSCRIPTS

Structure, Figures and Cover Letter for France-Based Scholars

You have a draft you are happy with. Before submitting a paper, work through this journal submission guide to check your structure, figures and cover letter for journal editors. Use it as a manuscript formatting checklist as you go. Print it, or tick the boxes in Word. Tick Yes only when the manuscript shows the answer clearly on the page. Every No marks a gap to fix before reviewers find it. Most items also apply to conference submissions; where journal and conference rules differ, follow the venue's author instructions.

Structure and Evidence

◉ Manuscript Structure

- Does the title name the specific problem and method? Yes ☐ No ☐
- Does the abstract give the problem, method, key result and significance on its own? Yes ☐ No ☐
- Does the paper include an explicit limitations section or paragraph? Yes ☐ No ☐
- Does the introduction state the gap and your contribution within the first page [Swales & Feak, 2012]? Yes ☐ No ☐

◉ Method and Evidence

- Are baselines recent and fairly compared, with ablation studies where needed? Yes ☐ No ☐
- Are datasets, hyperparameters and random seeds reported? Yes ☐ No ☐
- Do results report error bars or confidence intervals and the number of runs behind them? Yes ☐ No ☐
- Have you confirmed that no hyperparameters were tuned on the test set? Yes ☐ No ☐
- Have you completed any reproducibility checklist the venue requires [NeurIPS, n.d.]? Yes ☐ No ☐

Figures and Formatting

◉ Figures and Tables

- Are figures readable in greyscale and at the venue's column width? Yes ☐ No ☐

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- Does every figure and table have a caption that makes sense on its own? Yes ☐ No ☐
- Are figures saved as vector files (PDF or EPS) or at the resolution the journal requires? Yes ☐ No ☐
- Are colours distinguishable for colour-blind readers, and do reused figures have permission? Yes ☐ No ☐
- Is every figure and table cited in the text? Yes ☐ No ☐

◉ Template and References

- Does the manuscript follow the official template and page limit? Yes ☐ No ☐
- Is one reference style used throughout, with every citation in the reference list? Yes ☐ No ☐
- Does the manuscript include the statements the journal requires, such as data and code availability, funding, author contributions (CRediT) and ethics? Yes ☐ No ☐
- Are proofs and extra results placed in the appendix or supplement? Yes ☐ No ☐

Cover Letter

◉ Cover Letter Content

- Does the letter state the title and contribution in two or three sentences? Yes ☐ No ☐
- Does it explain why the paper fits the journal's scope? Yes ☐ No ☐
- If a conference version exists, does the letter cite it and state what is new in this version? Yes ☐ No ☐
- Does it confirm the work is original and not under review elsewhere? Yes ☐ No ☐

◉ Author and Disclosure Details

- Are author names, affiliations and corresponding author details correct? Yes ☐ No ☐
- Have you disclosed related preprints or thesis material? Yes ☐ No ☐
- Does your affiliation follow your lab's signature charter, naming every parent institution of a joint research unit (UMR) where required? Yes ☐ No ☐
- Is your funder and grant reference, such as an ANR project number, acknowledged in the required format? Yes ☐ No ☐

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- Have all authors added their ORCID iDs where the journal requests them? Yes ☐ No ☐
- Have you declared conflicts of interest and added reviewer suggestions if the journal requests them? Yes ☐ No ☐

Submission and Policy

◉ Journal Policies

- Is the manuscript anonymised if review is double-blind? Yes ☐ No ☐
- Have you checked the venue's policy on AI-assisted writing and disclosure? Yes ☐ No ☐
- Is supplementary code anonymised, for example through an anonymous repository link, if review is double-blind? Yes ☐ No ☐
- Have you confirmed that no AI tool is listed as an author [COPE, 2023]? Yes ☐ No ☐
- Have you checked the self-archiving rules for HAL deposit [HAL, n.d.], including the embargo of up to six months for science, technology and medicine under the 2016 Digital Republic Act [Loi n° 2016-1321, 2016]? Yes ☐ No ☐

◉ Final Steps

- Have all co-authors, including your supervisor, approved the final version? Yes ☐ No ☐
- Have you confirmed the deadline and submission portal on the official site? Yes ☐ No ☐
- Have you saved the submitted files and the confirmation email? Yes ☐ No ☐

A No on baselines, reproducibility or the contribution is rarely a quick fix. These are methodological gaps, and an expert reading can show which ones reviewers are most likely to challenge.

Once every answer is Yes, your manuscript is ready to submit. PhD Assistance's PhD Artificial Intelligence & Machine Learning Journal Manuscript Writing & Editing submission Services can review your paper and show you which gaps to close before you submit. Bring your answers to your next supervisor meeting.

Journal rules keep changing. See What's New in AI & ML Publishing: Journal Policy, AI-Disclosure and Peer-Review Updates for France-Based Scholars [IG1] for the latest policy points.

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