

## 稿件提交检查清单

本提交清单旨在协助作者完成投稿的最后阶段。遵循此清单可确保编辑部在评审前不会将稿件退还给您。提交时无需提供此清单。

### 稿件被编辑部退回的常见原因：

- 文章主题与刊物宗旨不一致
- 缺少文献综述与研究回顾
- 缺少标题页
- 缺少作者信息表
- 缺少审稿人反馈回复（仅限修订稿）

### 需提交文件：

1. 投稿信（非必需）
2. 正文文件（含标题页的稿件），包括标题、摘要、关键词、正文、参考文献、注释
3. 补充文件（如有需要）
4. 作者信息表

### 标题页要求：

- ☐ 标题
- ☐ 作者全名（按姓+名顺序书写）
- ☐ 作者ORCID链接
- ☐ 作者在研究期间的机构隶属关系

### 正文部分：

- ☐ 引言（非必需）
- ☐ 原创研究论文
- ☐ 结论与讨论
- ☐ 突出原创贡献
- ☐ 参考文献
- ☐ 注释（文中注或脚注）

### 图表：

- ☐ 图表需要标出来源
- ☐ 图片需要得到版权所有者授权
- ☐ 表格需要注明数据来源

### 文章模板：

- ☐ 提交的稿件是否使用了文章模板

## Manuscript Submission Checklist

This checklist is designed to assist authors in completing the final stages of submission. Following it ensures your manuscript will not be returned by the editorial office prior to review. This checklist does not need to be submitted with your manuscript.

Common reasons for manuscript rejection by the editorial office:

- Article topic inconsistent with the journal's scope
- Lack of literature review and research background
- Missing title page
- Lack of author information form
- Lack of responses to reviewer feedback (for revised manuscripts only)

### Required Files:

1. Cover letter (optional)
2. Main text file (including title page), comprising title, abstract, keywords, main text, references, and notes
3. Supplementary files (if applicable)
4. Author information form

### Title Page Requirements:

- ☐ Title
- ☐ Full author names (written in first name + last name order)
- ☐ Author ORCID links
- ☐ Author affiliations during the research period

### Main Text Sections:

- ☐ Introduction (optional)
- ☐ Original research paper
- ☐ Conclusions and discussion
- ☐ Highlight original contributions
- ☐ References
- ☐ Notes (in-text or footnotes)

### Figures and Tables:

- ☐ Figures/tables must cite sources
- ☐ Images require permission from copyright holders
- ☐ Tables must indicate data sources

### Article Template:

- ☐ Does the submitted manuscript use the article template?