

IGLC - Paper submission checklist

This checklist is intended for the authors to pre-check their papers at the various phases of the submission process. Papers not complying with this checklist will be given a desk reject or sent back to the authors for correction and resubmission. This list is not exhaustive and is **not a substitute** for the instructions and information given instructions in the "For Authors" section of the IGLC website (IGLC.net - [For Authors](#)).

Submission

- ☐ Paper in docx file format.
- ☐ Plagiarism report is submitted and plagiarism rate is below 15% (can use any plagiarism check tool)

Paper length

- ☐ Max 12 pages
- ☐ Pages 11 and 12 contain only references.

Paper headers

- ☐ Paper title
- ☐ Author names / anonymized names
- ☐ DOI Number (only for camera ready)

Relevance and relationship to LC literature

- ☐ The submission is an academic paper
- ☐ The paper's topic is relevant to Lean Construction
- ☐ The paper cites the existing Lean Construction body of literature.

Paper title

- ☐ Max 90 characters, including white space

Author names

If camera-ready:

- ☐ Full names
- ☐ No titles (e.g., Dr. or PhD)

Else:

- ☐ Placeholder (i.e., XXXX)

Author footnotes

If camera-ready:

- ☐ Professional titles
- ☐ Affiliations
- ☐ E-mail address
- ☐ ORCID IDs and DOI

Else:

- ☐ Placeholder (i.e., XXXX)

Abstract

- ☐ Max 200 words
- ☐ No references

Page setup

- ☐ No changes to the template's page size, rotation, or margins

Text formatting

- ☐ All text is formatted only with the template's predefined styles
- ☐ All text is formatted with the correct styles
- ☐ Style definitions have not been added or changed
- ☐ Font size, line spacing, margins set by styles etc. have not been manually overridden.
- ☐ There are no extra line breaks or empty lines between paragraphs or before or after tables.

Figures

- ☐ Placed as close as possible after the paragraph in which it is first mentioned in text
- ☐ Caption below the figure on the same page
- ☐ Inserted with wrapping style 'In Line with text'
- ☐ Readable in black-and-white
- ☐ Sufficient quality (high resolution or vector graphics)

Tables

- ☐ Formatted according to the template and cited in the text.
- ☐ Caption above the table on the same page
- ☐ Tables do not span across pages.

Units

- ☐ Metric units

References

- ☐ References and citations are in accordance with APA 7th edition
- ☐ The reference list is formatted with the template's "References" style

Language

- ☐ The paper is written in UK or American English, used consistently throughout the paper.
- ☐ No spelling or grammar mistakes.
- ☐ No overly long paragraphs
- ☐ The language quality of the paper is such that the paper's content is understandable for reviewers and readers.

Resubmission

- ☐ Includes a separate file with a rebuttal table detailing responses to each reviewer comment
- ☐ The authors have addressed all the reviewers' comments