**📄 Form 3: Technical Assistant Checklist Form**

**The African Nexus Quarterly**
*Technical Editing & Production Checklist*

**Manuscript ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Manuscript Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Technical Assistant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date Completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Manuscript Formatting**

☐ Title page complete (title, authors, affiliations, ORCID, corresponding author)
☐ Abstract & keywords formatted correctly
☐ Headings and subheadings follow journal style
☐ Tables and figures properly numbered and captioned
☐ References in required citation style
☐ Length and word count within journal limits

**Notes:**

**2. Metadata & Submission**

☐ Author names & affiliations correctly entered
☐ ORCID IDs verified
☐ Keywords tagged and indexed
☐ DOI prepared / registered

**Notes:**

**3. Ethical Declarations**

☐ Plagiarism check completed (attach report)
☐ Conflict of interest statements included
☐ Funding and acknowledgments verified
☐ Research ethics approval attached (if needed)

**Notes:**

**4. Production Quality**

☐ Language & grammar checked
☐ Figures/images meet resolution requirements (300 dpi min.)
☐ Supplementary materials labeled and attached
☐ File converted to final format (Word → PDF/XML)

**Notes:**

**5. Final Verification**

☐ Revisions implemented correctly
☐ Page numbers, headers, footers set
☐ ISSN, volume, issue, year entered correctly
☐ Proof sent to author(s) for approval

✅ I confirm the manuscript has been prepared according to technical and formatting requirements of *The African Nexus Quarterly*.

**Signature / Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_