**📄 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_