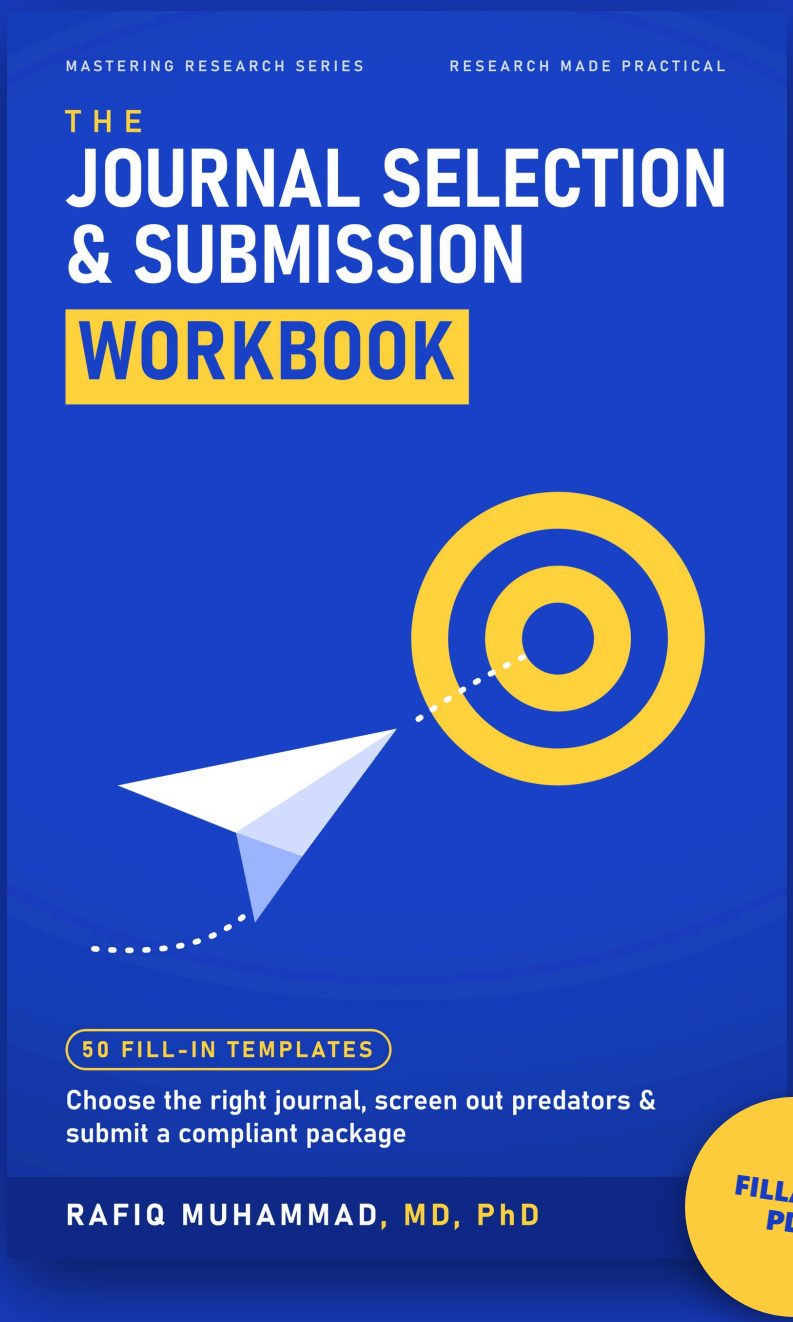
FILLABLE TEMPLATE KIT



The Journal Selection & Submission Template Kit

50 fillable templates · US Letter & A4 · type, save, print

The companion kit to the workbook shown above. It contains the templates only. The chapters and the completed examples are in the book.

Rafiq Muhammad, MD, MIHMEP, PhD · Kit Edition 1.0 · 2026 · KIT-WB11

How to use this kit

This kit contains every fill-in template from *The Journal Selection & Submission Workbook*, one per page, in the order you will use them. Each page tells you in a few lines how to fill it in.

> **On screen:** open the PDF in Adobe Acrobat Reader (free), Microsoft Edge, Google Chrome or macOS Preview. Click any white box and type; boxes grow to more lines where answers are long. Tick boxes with a click. **Save often** (Ctrl/Cmd + S) — your answers stay in the file.

> **On paper:** print any page; every box is sized for handwriting.

Working with a supervisor? Each template ends with a sign-off line, so you can bring pages to meetings as they are done.

First time doing this? The kit gives you the tools; the workbook teaches the method. *The Journal Selection & Submission Workbook* explains every template and shows a completed example of each one, built around a single study from start to finish.

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Template map

50 templates in the order the workbook uses them. Click a row to jump to it; tick **Done** as you finish each one.

#	Template	Page	Done
Chapter 1 · Why Journal Choice Decides Your Fate			
1.1	The Cost-of-Poor-Fit Reality Sheet	6	☐
1.2	Submission Strategy Mindset	7	☐
1.3	Journal-Selection Vocabulary Decoder	8	☐
Chapter 2 · Know Your Paper First			
2.1	Paper Contribution & Significance Profiler	9	☐
2.2	Article-Type Identifier	10	☐
2.3	Target-Audience & Field Definer	11	☐
2.4	Realistic Ambition Calibrator	12	☐
Chapter 3 · Build a Candidate Journal List			
3.1	Journal Discovery Log	13	☐
3.2	“Where Does Similar Work Appear?” Mining Sheet	14	☐
3.3	Journal-Finder Tool Worksheet	15	☐
3.4	Candidate Shortlist Builder	16	☐
Chapter 4 · Match Aims & Scope			
4.1	Aims-&-Scope Alignment Worksheet	17	☐
4.2	Recent-Issues Fit Check	18	☐
4.3	Scope-Fit Scoring Sheet	19	☐
4.4	“Why This Journal” Justification Stub	20	☐
Chapter 5 · Evaluate Journals: Metrics, Reach & Speed			
5.1	Journal-Fit Scoring Matrix	21	☐
5.2	Impact-Metrics Interpreter	22	☐
5.3	Indexing & Visibility Check	23	☐
5.4	Speed & Acceptance-Rate Estimator	24	☐
Chapter 6 · Screen Out Predatory & Questionable Journals			
6.1	Predatory-Journal Red-Flag Checklist	25	☐
6.2	Journal Legitimacy Verification Sheet	26	☐
6.3	Hijacked-Journal & Fake-Metric Check	27	☐
6.4	Think-Check-Submit Walkthrough	28	☐
Chapter 7 · Decide on Open Access, APCs & Rights			
7.1	Open-Access Model Selector	29	☐
7.2	APC & Waiver Planner	30	☐
7.3	Funder/Institutional Mandate Check	31	☐

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CHAPTER 3 · BUILD A CANDIDATE JOURNAL LIST

3.2 "Where Does Similar Work Appear?" Mining Sheet

Purpose: Mine your own reference list — the journals your key citations live in are the journals your audience reads.

Estimated time: 25–35 min

Completed example: Template 3.2 in The Journal Selection & Submission Workbook.

How to fill this in

1. List your most similar, most recent, and most central citations — not every reference.
2. Record the journal each appeared in; tally journals that recur across several citations.
3. Read a recurring journal as a strong fit signal — it publishes your conversation.

Key Citation (similar work)	Its Journal	Fit Signal	Add?

Output: A list of journals where work like yours already appears — evidence-grounded candidates that have demonstrably published your conversation, feeding the shortlist (3.4).

Supervisor sign-off	Date	Comments

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CHAPTER 5 · EVALUATE JOURNALS: METRICS, REACH & SPEED

5.2 Impact-Metrics Interpreter

Purpose: Read citation metrics for what they are — and are not — so they inform the matrix without dominating it.

Estimated time: 20–30 min

Completed example: Template 5.2 in The Journal Selection & Submission Workbook.

How to fill this in

1. Record each metric for your candidates from current sources — and note which window/database it uses.
2. Compare metrics only within a field; cross-field comparisons are meaningless.
3. Remember the metric describes the journal's average, not your paper's likely citations or acceptance.

Metric	What It Is	Caveat (don't over-weight)	Your Values
JIF (Journal Impact Factor)			
CiteScore			
SJR			
Quartile (Q1–Q4)			

Output: A caveated reading of each candidate's metrics — impact understood as one informative dimension, in the DORA spirit, rather than the ranking authors mistake it for.

Supervisor sign-off	Date	Comments

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End of the sample

This sample shows 2 templates: 3.2 ?Where Does Similar Work Appear?? Mining Sheet; 5.2 Impact-Metrics Interpreter.

The full The Journal Selection & Submission Template Kit has 50 fillable templates, each on its own page, with the template map, bookmarks and a Done box for every template, in US Letter and A4.

You can buy the full kit on the page where you downloaded this sample.

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