

Choose one resource for one real need.

A bounded selection and implementation kit for libraries, writing centers, graduate programs, and research offices.

5 INSTITUTION-READY PLACEMENTS

6 WORKING DOCUMENTS

90-DAY REVIEW CYCLE

Use this matrix to identify a starting point. Inspect the complete resource, preserve its boundary, and place local services before or beside the link.

01 Research Manuscript Submission Checklist

Use when: Prepare a manuscript package before journal submission

Package: Interactive 42-point checklist, tagged PDF, DOCX, sources, and citation

Boundary. A planning aid, not scientific, ethical, legal, or journal-specific approval.

manusights.com/resources/pre-submission-checklist

02 Reporting Guidelines Selector

Use when: Find a defensible starting route for a health-research reporting guideline

Package: Interactive selector, one-page landscape PDF, filtered CSV, and citation

Boundary. Fourteen starting routes, not an exhaustive registry or journal mandate.

manusights.com/resources/reporting-guidelines

03 Journal Intelligence Evidence Ledger

Use when: Compare publisher metrics and submission rules without losing their definitions

Package: Filterable evidence tables, five-page workbook, CSV, JSON, and citation

Boundary. A selected evidence ledger, not a ranking, fit score, or acceptance predictor.

manusights.com/resources/journal-intelligence

04 Journal Requirements Observatory

Use when: Compare article-specific submission requirements across a bounded journal set

Package: 21-journal explorer, comparison views, CSV, JSON, workshop kit, and citation

Boundary. A dated pilot, not a complete submission checklist or compliance tool.

manusights.com/research/journal-requirements-observatory

05 Journal Source Literacy Teaching Kit

Use when: Teach researchers to locate and document controlling journal guidance

Package: Case lesson, tagged instructor guide, learner worksheet, answer key, and syllabus copy

Boundary. A source-verification exercise, not a validated assessment or eligibility decision.

manusights.com/research/journal-source-map/teaching-kit

Plan and organize

Make the project easier for someone else to retrace.

THREE WORKING DOCUMENTS / EACH INCLUDES A FICTIONAL EXAMPLE, A WORKSHEET, AND A TWO-PAGE PDF

Plan a literature search

- Bring** A research question and a few independently identified relevant papers.
- Leave with** A recorded query, retrieval test, and search log.
- Check the handoff** Ask a colleague to rerun the query on the named database and inspect missed papers.

Limit. A planning aid, not a validated systematic-review search. Database syntax differs. Ask an information specialist to review searches intended to support an evidence synthesis.

[Open worksheet, worked example, and sources](#) / v1.0 / Checked 2026-09-11
manusights.com/resources/literature-search-strategy#worksheet

Organize a shared reference library

- Bring** Your team's citation manager, writing environment, and current library.
- Leave with** An agreement on imports, duplicate decisions, claim checks, and the final library snapshot.
- Check the handoff** Ask a coauthor to locate a source, explain a version decision, and open the archived export.

Limit. A team handoff test illustrated in Zotero. A library export is a snapshot, not a restorable backup. Citation formatting cannot verify scientific support. Follow institutional access and copyright rules for attachments.

[Open worksheet, worked example, and sources](#) / v1.1 / Checked 2026-09-22
manusights.com/resources/citation-management-guide#worksheet

Plan a research data handoff

- Bring** An inventory of research outputs and your institution's storage and access requirements.
- Leave with** Named owners, storage locations, access decisions, and a release plan.
- Check the handoff** Have the responsible institutional role resolve any outstanding sharing or rights question.

Limit. Operational preparation, not a funder-compliant application form or legal advice. NIH requires its 2026 DMS Plan format. Use the current official form and your institution's approvals for submissions.

[Open worksheet, worked example, and sources](#) / v1.0 / Checked 2026-09-11
manusights.com/resources/research-data-management-plan#worksheet

Submit and revise

Turn a publication decision into a record your coauthors can check.

THREE WORKING DOCUMENTS / EACH INCLUDES A FICTIONAL EXAMPLE, A WORKSHEET, AND A TWO-PAGE PDF

Verify a journal's claims

- Bring** One candidate journal and its exact title, publisher, and official website.
- Leave with** A source-linked verification record with unresolved contradictions kept visible.
- Check the handoff** Recheck claims in independent records. Do not treat an absent listing as proof of misconduct.

Limit. A documented assessment, not a blacklist or automated verdict. A fee, unfamiliar title, or missing directory entry alone does not establish deceptive practice. Escalate unresolved contradictions.

[Open worksheet, worked example, and sources](#) / v1.1 / Checked 2026-09-22
manusights.com/resources/predatory-journals-biomedical#worksheet

Prepare a journal cover letter

- Bring** A manuscript summary, target journal, article type, and current author instructions.
- Leave with** A journal-specific drafting record covering contribution, fit, and required disclosures.
- Check the handoff** Ask the corresponding author to verify every factual statement and required declaration.

Limit. A fictional PLOS ONE teaching letter, not a send-ready file or a universal template. All study numbers and manuscript details are invented. Replace and verify every bracketed field, journal rule, factual claim, and author declaration before use.

[Open worksheet, worked example, and sources](#) / v1.1 / Checked 2026-09-22
manusights.com/resources/cover-letter-guide#worksheet

Coordinate a reviewer response

- Bring** The editor's decision, one reviewer concern, and the current revision.
- Leave with** A traceable decision, assigned revision, exact manuscript location, and draft response.
- Check the handoff** Have a coauthor compare the response with the actual revised manuscript before submission.

Limit. A coordination worksheet, not a promise of acceptance. Follow the editor's instructions. Do not place confidential reviewer text in shared examples or public documents.

[Open worksheet, worked example, and sources](#) / v1.0 / Checked 2026-09-11
manusights.com/resources/responding-to-reviewers#worksheet

Teach, link, and adapt.

A resource becomes useful when its scope, local context, and review owner travel with the link.

SOURCE-LITERACY ROUTE

Teach journal-source verification

Four decisions supported by a controlling source, plus a completed verification record.

1. Read the fictional systematic-review scenario. Separate the article category from the study design.
2. Use the linked official guidance to resolve eligibility, submission category, PRISMA materials, and protocol disclosure.
3. Compare the learner's evidence with the answer key. Leave any unsupported conclusion unresolved.
4. Transfer the method to one new journal question using the blank source-verification record.

The suggested 20-minute session is a facilitation plan, not a measured completion time. It is not an assessment validated with learners, and it does not certify a real manuscript's eligibility.

[Lesson](#), [answer key](#), [learner worksheet](#), and [source links](#) / Teaching edition 2026.09.11.1

Five implementation decisions

01 Name the local decision

Write the researcher task, audience, owner, and local policy or service that must remain authoritative.

02 Inspect the complete artifact

Open the live page, portable files, sources, edition marker, limitations, and reuse terms before copying a listing.

03 Choose the smallest placement

Link one resource where it resolves one real need. Do not import the entire library into a generic list.

04 Add local context

Place institutional services, policies, contacts, access routes, and escalation points before or beside the external resource.

05 Record an owner and review date

Assign a person or team to recheck the link, edition, local fit, and accessibility at a defined interval.

Record the placement.

Complete one record for every local guide, course, workshop, or service page that adopts a resource.

LOCAL PAGE, COURSE, OR SERVICE

AUDIENCE AND EXACT RESEARCHER TASK

SELECTED RESOURCE AND EDITION

LOCAL POLICY, SERVICE, AND CONTACT KEPT AUTHORITATIVE

REASON FOR PLACEMENT AND KNOWN LIMITATION

REVIEW OWNER

NEXT LOCAL REVIEW DATE

ACCESSIBILITY OR FORMAT CHECKS COMPLETED

CORRECTION, REPLACEMENT, OR REMOVAL DECISION

Selection rule

A recommended placement must have a stable public page, a dated edition, visible scope and limitations, at least one portable artifact, explicit reuse terms, and measured reuse actions.

Maintenance

Review the linked edition and local context before adoption. The kit is reviewed every 90 days; a changed, inaccessible, noindex, held, or expired underlying resource blocks the affected recommendation until review.

Coverage

This edition recommends five distribution-ready Manusights flagship resources that address common publishing-support tasks. It excludes prelaunch, noindex, held, and expired resources. It is a purposive implementation set, not a complete survey of researcher needs or third-party resources.

Evidence boundary

Flagship is an internal publication-quality designation. Inclusion does not imply university adoption, librarian endorsement, learning effectiveness, accessibility certification, or suitability for every local policy.

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[Online kit, copyable listings, CSV, and JSON](#) / [Review dates and corrections](#) / [CC BY 4.0](#)