

	EOS	AE
Editorial Office Initial Article Screening		
1. Submission is complete; all fields, uploads populated appropriately. (Yes/No)	X	
2. Article is in scope for the Journal and of appropriate rigor (Yes/No) + Comments	X	X
3. Similarity check is free from concerns (Yes/No) + Comments	X	X
4. Article is well-written (Yes/No) + Comments	X	X
5. Associate Editor has no relevant Conflicts of Interest Acceptance of the Editorial Assignment Invitation indicating no COIs	X	X
6. Decision (not a field on the form) (Send for peer-review / Reject) + Comments		X

EOS: Editorial Office Staff; AE: Associate Editor.