

Submission Checklist

Author Checklist

Journal: BJAIDS, Vol. 1, No. 1, pp. 1–3, 2026; **DOI:** 10.xxxx/bjuids.checklist.2026

Document version: 1.0; Last updated: May 29, 2026

Abstract: This standalone checklist is provided to help authors verify manuscript readiness before submission to the *Bayanika Journal of Artificial Intelligence and Data Science* (BJAIDS). Authors should complete this checklist before uploading their manuscript and supporting files through the official online submission system.

Keywords: Submission checklist, Author checklist, Manuscript readiness, BJAIDS, Publication ethics

1. Checklist to Verify Manuscript Readiness Before Submission

Before submitting a manuscript to the *Bayanika Journal of Artificial Intelligence and Data Science* (BJAIDS), authors are required to ensure that the manuscript satisfies the following checklist. This checklist is intended to reduce technical errors, incomplete metadata, missing declarations, citation inconsistencies, and formatting problems during the initial editorial screening process.

1.1. A. Scope, Originality, and Article Type

- The manuscript is within the scope of BJAIDS, particularly in artificial intelligence, data science, machine learning, computational intelligence, intelligent systems, explainable AI, data analytics, decision support systems, or related interdisciplinary applications.
- The manuscript has not been previously published and is not currently under consideration by another journal or conference.
- The article type has been correctly selected, such as research article, review article, short communication, case study, dataset article, or software article.
- The manuscript presents a clear scientific contribution, methodological value, empirical insight, theoretical relevance, or practical application.

1.2. B. Template, Formatting, and Manuscript File

- The manuscript is prepared using the official BJAIDS template, either in LaTeX or Microsoft Word format.
- The manuscript file is editable and is not produced by converting a PDF into Word.
- The journal header, page layout, margins, font style, section headings, captions, and reference format have not been manually altered outside the template structure.
- The final manuscript file contains no comments, tracked changes, hidden text, unresolved placeholders, or instruction notes intended only for authors.
- For LaTeX submissions, all required source files are included, such as the main `.tex` file, class file, bibliography file, figures, tables if separated, and any additional supporting files.

- For Microsoft Word submissions, all figures, tables, equations, captions, references, and author information are properly displayed and editable.

1.3. C. Title, Authors, and Metadata

- The manuscript title is clear, concise, informative, and accurately reflects the main contribution of the study.
- The title avoids unexplained abbreviations, overly broad phrases, and promotional wording.
- The names of all authors are written correctly and consistently across the manuscript and submission system.
- All author affiliations include the institution, city, and country.
- Email addresses and ORCID iDs are provided where required or available.
- The corresponding author has been clearly identified.

1.4. D. Abstract and Keywords

- The abstract is written as a single coherent paragraph.
- The abstract summarizes the background, objective, method, data or experiment, main results, and contribution of the study.
- The abstract does not contain citations, equations, tables, figures, or undefined abbreviations.
- Four to six keywords are provided and accurately represent the topic and content of the article.

1.5. E. Main Manuscript Structure

- The introduction clearly explains the research background, problem statement, research gap, objective, novelty, and contribution.
- The related work or literature review is relevant, recent, and critically discusses prior studies.
- The methodology is described in sufficient detail to allow replication of the study.
- The dataset, experimental setting, baseline methods, evaluation metrics, software tools, and implementation details are clearly stated where applicable.
- The results are presented clearly and supported by appropriate analysis, comparison, validation, or interpretation.
- The discussion interprets the findings in relation to the research objectives, prior studies, theoretical implications, limitations, and practical relevance.
- The conclusion summarizes the objective, method, main findings, contribution, limitations, and future work.

1.6. F. Equations, Algorithms, Tables, and Figures

- All mathematical formulations are typed using LaTeX or the MS Word equation editor, not inserted as images.
- All variables, parameters, indices, and symbols are defined before or immediately after first use.
- All equations that are referenced in the text are numbered consistently.
- Algorithms include clear input, output, initialization, main steps, and stopping criteria where applicable.
- All figures are clear, readable, properly numbered, captioned, and cited in the manuscript text.
- All tables are editable, properly formatted, numbered, captioned, and cited in the manuscript text.
- Figure and table captions are clear, informative, and follow the BJAIDS template format.
- Permission has been obtained for any copyrighted figure, table, diagram, image, or third-party material used in the manuscript.

1.7. G. Citations and References

- All citations in the manuscript body appear in the reference list.
- All references listed in the reference section are cited in the manuscript body.
- References follow the numeric citation and bibliography style required by BJAIDS.
- References are complete and traceable, including author names, title, publication venue, year, volume, issue, pages, DOI, URL, or access date where applicable.
- The manuscript uses recent, relevant, and credible references, preferably from reputable journals, conferences, scholarly books, standards, datasets, or official institutional sources.
- The manuscript avoids inappropriate citation practices, including excessive self-citation, irrelevant citation, citation manipulation, or citation padding.

1.8. H. Ethics, Declarations, and Transparency

- The manuscript does not contain plagiarism, duplicate publication, fabricated data, falsified results, or misleading claims.
- The similarity index has been checked and is within an acceptable range according to the journal policy.
- Ethical approval, informed consent, institutional permission, or data access permission has been stated where applicable.
- The author contributions statement has been included and accurately reflects the actual contribution of each author.
- The conflict of interest statement has been included.
- The funding statement has been included, including grant number where applicable.
- The data availability statement has been included, with repository links where data are publicly available.
- The use of generative AI tools in scholarly writing has been declared where applicable.

1.9. I. Final Submission Readiness

- The manuscript has been checked for grammar, spelling, punctuation, academic style, formatting consistency, and readability.
- All supplementary files, datasets, source code, appendices, or repository links have been prepared where applicable.
- The authors have read and agreed to the journal's publication ethics, peer-review policy, copyright policy, licensing policy, and open access policy.
- The manuscript is ready to be submitted through the official BJAIDS online submission system.

Author confirmation: By submitting the manuscript, the authors confirm that the checklist above has been reviewed and that the submitted files are complete, accurate, editable, and ready for editorial screening.