QUALITY CONTROL CHECKLIST

DOCUMENT VERSION 12 August 2022

This brief must be completed in full and submitted with the final proofread manuscript.

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| --- | --- | --- | --- |
| ADMIN | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| Is this a Foresight article? |  |  |  |
| Is this a ‘normal process’ article? |  |  |  |
| For normal process: Has pre-editing been completed? |  |  |  |
| For normal process: Has copy editing been completed? |  |  |  |
| For normal process: Has proofreading been completed? |  |  |  |
| For any process: Have author comments been checked and collated? |  |  |  |
| For any process: Has the full internal QC been completed, according to the below checklist? |  |  |  |

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| VENDOR MANAGEMENT | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| Was there a complaint or concern regarding the quality of work delivered? |  |  |  |
| If ‘yes’, has the desk editor been informed and been given a copy of the complaint? |  |  |  |
| If ‘yes’, has the complaint/error been brought to the vendor’s attention for corrective action? |  |  |  |
| If ‘yes’, could any elements of the complaint be added to a style sheet? |  |  |  |

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| BOOKMARKING | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| Have bookmarks been added for quick navigation to all headings? |  |  |  |
| If ‘yes’, are all bookmarks correctly formatted and linked? |  |  |  |
| Have you inserted a comment to request the correction/removal of all incorrect or redundant bookmarks? |  |  |  |

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| HOW TO CITE (SIDEBAR) | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| The ‘How to cite this article’ section is correctly formulated:  Style (Harvard/APA/Vancouver), author names as per ‘Author’ section, article title, journal name, year, volume number, issue number, article number, formatting of DOI. |  |  |  |
| **APA -** [*https://aosis.co.za/documents/APA\_Reference\_Style\_Guide.pdf*](https://aosis.co.za/documents/APA_Reference_Style_Guide.pdf) |
| **Harvard** - [*https://aosis.co.za/documents/Harvard\_Reference\_Style\_Guide.pdf*](https://aosis.co.za/documents/Harvard_Reference_Style_Guide.pdf) |
| **Vancouver** - [*https://aosis.co.za/documents/Vancouver\_Reference\_style\_guide.pdf*](https://aosis.co.za/documents/Vancouver_Reference_style_guide.pdf) |

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| TOP OF PAGE (HEADER) | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| Check that the full journal title is correct in the left top corner on the first page of the article according to the journal website |  |  |  |
| The journal ISSN numbers are correct according to the journal website. |  |  |  |
| Page numbers are correct on each page. |  |  |  |
| Article section is correct. |  |  |  |
| The article title has less than 95 characters (including spaces). |  |  | Raised query |
| FIRST PAGE - SIDEBAR | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| Author names are correctly formulated with multi-part surnames written/cased correctly (e.g. ‘du’, ‘van’, ‘von’, ‘der’). |  |  |  |
| The superscript number next to each author’s name correlates correctly with the ‘Affiliation’ section. |  |  |  |
| Superscript numbers (affiliations) next to each author’s name appear in numerical order. |  |  |  |
| Each author has an ORCID link next to their name. |  |  |  |
| The ORCID link for each author correlates with the correct author name and the link is active. |  |  |  |
| All author names correspond correctly with the ORCID and CP document (there is no variation between these). |  |  |  |
| Affiliations follow the correct format (i.e. Department/Unit, Faculty/School, University, City, Country). |  |  |  |
| Institution names and acronyms are spelled correctly in all affiliations (and in-text), in accordance with Addendum A (see below) |  |  |  |
| Headings in the sidebar are correct: Author vs Authors and Affiliation vs Affiliations. |  |  |  |
| The ‘Corresponding author’ section in the sidebar is correctly formulated with only author name and surname and lowercase email address – name and email separated with a comma. |  |  |  |
| The ‘Date’ section is correctly formulated (e.g. Received: 05 Aug. 2020). |  |  |  |
| The ‘Copyright’ section is present and contains the correct year. |  |  |  |
| Have you requested that the QR code be updated if there was an update for any sidebar information on the first page? |  |  |  |
| All sidebar information (author names, affiliations, ORCIDs, dates, email address) checked and compared with the HO version information in MS Word |  |  |  |
| **DISPUTES (If applicable)** | | | |
| **Remarks** | **Yes** | **No** | **Reason for change/status** |
| Checked for any change requests. Confirmed approval and changes have been implemented according to *Authorship Change Request Form* |  |  |  |
| Authorship Change requested |  |  |  |
| Authorship Change Request Form sent to author(s) |  |  |  |
| Authorship Change Request Form received and complete |  |  |  |
| Authorship Change Request Form approved by editor |  |  |  |
| Authorship Change Request Form instructions implemented |  |  |  |
| BOTTOM OF PAGE (FOOTER) | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| Journal URL (including the hyperlink, when hovered) is correct at the bottom of each page. |  |  |  |
| ‘Open Access’ appears to the right of the square at the bottom of the page. |  |  |  |
| FIRST PAGE CONTENT | | | |
| **Remarks** | **Yes** | No | If ‘no’ reason |
| Abstract is correct according to the author guidelines – structured (specific headings/order) or unstructured. |  |  |  |
| The abstract has no footnotes. |  |  |  |
| The abstract has at least 5 keywords present and these are correctly formatted (uppercase/lowercase and separated with a semicolon and ends with a full stop, consistent with published articles for the year). |  |  |  |
| The Contribution Statement (or equivalent, for journals with such a statement appearing below the Abstract text) is present. |  |  |  |
| **HEADINGS** | | | |
| Remarks | Yes | No | In ‘no’ reason |
| Headings are appropriate and sensible. |  |  |  |
| The spelling and grammar in headings has been checked. |  |  |  |
| Headings in the article follow sentence case. |  |  |  |
| Heading levels in the article are correctly styled (first, second and third level). |  |  |  |
| The first letter after a colon is uppercase. |  |  |  |
| The headings used correlate with those required by article type, as per author guidelines. |  |  |  |
| The following headings are present and in the correct order as per author guidelines: Acknowledgements, Competing interests, Author contributions, Ethical considerations, Funding information, Data availability, and Disclaimer? |  |  |  |
| ‘Ethical considerations’ is correctly set, with the plural ‘considerations’? |  |  |  |
| **ACKNOWLEDGEMENTS** | | | |
| Remarks | Yes | No | In ‘no’ reason |
| ‘Acknowledgements’ section makes use of the correct standard wording for all listed sections (except where an alternative is required). |  |  |  |
| Ethical clearance and funding numbers/IDs are present, if applicable. |  |  | NA |
| The ‘Ethical considerations’ statement does not refer to ‘a research’. |  |  |  |
| Author contributions heading is correct - Authors’ vs Author’s contribution, depending on number of authors. |  |  |  |
| **MANUSCRIPT BODY** | | | |
| Remarks | Yes | No | In ‘no’ reason |
| All paragraphs end with a full stop (or suitable equivalent punctuation). |  |  |  |
| “SD” has been changed to “s.d.” |  |  |  |
| Decimal values and spaces have been set correctly |  |  | NA |
| No em dashes were used. |  |  |  |
| En-dashes are used to represent a range of numbers, dates or time (– not -). |  |  |  |
| All quotation marks are closed. |  |  |  |
| All brackets are closed. |  |  |  |
| The order of brackets was correctly applied: ([{<>}]). |  |  |  |
| The names of all legal acts are placed in italics. |  |  | NA |
| Any instance of ‘first’, ‘second’ and so on has been corrected (to ‘firstly’, ‘secondly’, etc.) where applicable. |  |  | NA |
| Wherever ‘firstly’ is used, it is followed by ‘secondly’, and ‘secondly’ is always preceded by ‘firstly’, and so forth. |  |  | NA |
| For species names, the Genus is written out on first mention and appears in italics. |  |  |  |
| No superscript was applied on ‘-1st', ‘-2nd', et cetera. |  |  | NA |
| All footnotes in the article correspond with the numbering in text. |  |  | NA |
| All indented lists and quotes are preceded by a colon and are correctly styled and punctuated according to AOSIS house style guide. |  |  |  |
| All equations are numbered (e.g. [Eqn 1]). |  |  |  |
| Mathematical operators have a space before and after them. |  |  |  |
| Minus signs are indicated by en dashes. |  |  |  |
| Widening/narrowing in lines where the spacing is too narrow/wide has been requested. |  |  |  |
| The solidus (/) has been eliminated and replaced with the appropriate amendments. |  |  | Queried |
| All Bible verse references are accompanied by a chapter indication. |  |  | NA |
| NAMES AND TITLES | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| The spelling of names, trademarks (with the trademark symbol), locations, et cetera has been checked.  This includes casing and hyphenation, such as WhatsApp and KwaZulu-Natal. Note the difference between North-West University and North West province. |  |  | NA |
| Titles of books, poems, longer literary works, et cetera are italicised if they appear in the manuscript and keywords. |  |  | NA |
| Americanisms and other alternate spelling rules have been retained in official names for people and organisations (e.g. World Health Organization, Centers for Disease Control). |  |  | NA |
| The expansion of COVID-19 is written as coronavirus disease 2019 (both the abbreviation and expansion must be checked for correctness). |  |  | NA |
| DIRECT QUOTATIONS | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| All quotations (short and long) are formatted correctly. |  |  |  |
| Single quotation (‘) marks are used for short direct quotes, as well as in both short and long direct speech (survey/interview) quotes. |  |  |  |
| Double quotation marks (‘‘) are used for quotations within quotations (except in long, indented textual quotes). |  |  |  |
| There is a source for each direct quote (noted according to referencing style). |  |  |  |
| All indented quotes are preceded by a colon. |  |  |  |
| All indented direct participant speech quotes have at least three consistent identifiers, formatted as follows: (X, X, X). |  |  |  |
| Words within square brackets are italicized in indented quotes. |  |  |  |
| Page ranges or verses are added in brackets at the end of the indented quotation according to the AOSIS house style. |  |  |  |
| LISTS | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| All indented/display lists are introduced by a colon. |  |  |  |
| All lists are punctuated consistently and according to the AOSIS house style guide. |  |  |  |
| Lists are styled consistently throughout the text (use of colons/dashes for item ‘heads’ within list items). |  |  |  |
| Lists use the ‘1.’ format for numbered, indented list items, standard bullet points for bulleted lists, and (1) for numbered run-on lists. |  |  |  |
| Lists within lists have been avoided. |  |  |  |
| ABBREVIATIONS | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| Latin abbreviations appear in brackets, un-italicised and end in a full stop (i.e.; et al.; cf.; ff.; and f.). |  |  |  |
| Bible book names have been correctly abbreviated when referred to in brackets and in accordance with the AOSIS house style (and written out in full in run-on text). |  |  | NA |
| All abbreviations have been explained/expanded on first mention (explained once in the abstract and once in the body of the manuscript) and have been used consistently throughout. |  |  |  |
| NUMBERS, DATES AND UNITS | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| Numbers less than 10 are written out in full.  This does not apply to Bible book references, medical articles, or within ranges/comparisons containing larger numbers. |  |  |  |
| All dates have been written in the correct format, with double-digit numbers (i.e. 05 August 1964). |  |  |  |
| The 24-hour clock is used (e.g. 16:45 as opposed to 4:45 PM). |  |  | NA |
| All units have been converted to appropriate SI units. |  |  | NA |
| When using two or more quantities, the symbol has been repeated (e.g. 6 km – 9 km). |  |  | NA |
| When using quantities, a ‘thin space’ is used between the number and unit. |  |  | NA |
| References to centuries appear in the following format: the 10thcentury. Note that ‘th’ is unscripted. |  |  | NA |
| Decimal points, not decimal commas, have been used in numbers throughout the manuscript. |  |  |  |
| Consistent decimal usage (number of decimals) is present throughout the text. |  |  | NA |
| Percentage symbols appear directly next to the value (e.g. 100%). |  |  | NA |
| All equations appear in the following format together with the appropriate spacing: p < 0.001 (no large spaces). |  |  | NA |
| Consistent decimal usage (number of decimal points) is present throughout the text. |  |  | NA |
| Dollar type has been specified at each use where multiple Dollar types are used in the manuscript. |  |  | NA |
| All currencies make use of decimals. |  |  | NA |
| Use of ‘million’/’m’ and ‘billion’/’bn’ is applied correctly. |  |  | NA |
| Decades have been spelled out in running text (e.g. Eighties). |  |  | NA |
| Numbers at the beginning of a sentence have been written out. |  |  |  |
| **REFERENCES** | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| The reference list is correct, according to the applicable style guide. |  |  |  |
| All DOIs are correctly formatted (e.g. https://doi.org/). |  |  |  |
| All hyphens indicating ranges have been changed to en-dashes. |  |  |  |
| Have renumbered the references both in text and list and raised a confirmation query |  |  | NA |
| Have generated DOIs in the references list |  |  |  |
| References appear in alphabetical order in-text and in the reference list (Only APA and Harvard)? |  |  |  |
| Ampersand (&) has been replaced with ‘and’ in all reference citations where author names appear outside of brackets in the text. |  |  |  |
| Editor indicators (ed.) and (eds.) (Harvard) / (Ed.) and (Eds.) (APA) in the reference list and in-text are correctly formatted, with a full stop at the end of the abbreviation. |  |  |  |
| **TABLES AND FIGURES** | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| All tables and figures are referred to in the body of the text. |  |  |  |
| Any redrawn information in tables and figures is correct (spelling may need to be compared with original, especially where species names etc. are used). |  |  |  |
| Captions, legends, notes and source information for tables and figures stretching across multiple pages have been repeated on each page. |  |  |  |
| All table columns have appropriate headings. |  |  |  |
| Abbreviations used are explained in the legend of all tables and figures. |  |  |  |
| Table captions are placed above the table and left justified. |  |  |  |
| Figure captions are placed below the figure and left justified. |  |  |  |
| All table and figure captions end with full stops. |  |  |  |
| The order of footnotes is correct: source, notes, abbreviations and then \*, p value. Order of footnote symbols: †, ‡, §, ¶. |  |  |  |
| Items for/explaining the source, notes, abbreviations and symbols, respectively, are placed in a run-on line beside each other (i.e. the different categories are placed above/below one another). |  |  | NA |
| The source for all tables and figures (where applicable) is written out in full as per the reference list. |  |  | NA |
| All x- and y-axes of graphs have heading (and units, where applicable). |  |  | NA |
| For compound figures, parts are was referred to using (a) and (b), not (i) or (A). |  |  | NA |
| Numbers in the same column have the same number of decimal places. |  |  | NA |
| All values/data in tables and figures have been compared to in-text mentions and are the same as in the table/figures itself. |  |  |  |
| Searched for ‘above’ and ‘below’ when referring to figures and tables in-text and, where present, (e.g. see Figure 1 below) reworded. |  |  |  |
| DECLARATION | | | |
| **Remarks** | **Yes** | No | In ‘no’ reason |
| Have all the questions been addressed? |  |  |  |
| Have all the author corrections and responses been indicated and formulated correctly as correction notes on the PDF? |  |  |  |
| All comments and annotation notes made on PDF have been spelled-checked to prevent introducing errors? |  |  |  |

**Addendum A**

|  |  |
| --- | --- |
| **UNIVERSITY** | |
| **Acronym** | **Full Name** |
| NMU | Nelson Mandela University |
| NWU | North-West University |
| RU | Rhodes University |
| SMU | Sefako Makgatho Health Sciences University |
| SPU | Sol Plaatje University |
| SUN | Stellenbosch University |
| UCT | University of Cape Town |
| UFH | University of Fort Hare |
| UFS | University of the Free State |
| UJ | University of Johannesburg |
| UKZN | University of KwaZulu-Natal |
| UL | University of Limpopo |
| UM | University of Mpumalanga |
| UNISA | University of South Africa |
| UNIVEN | University of Venda |
| UNIZULU | University of Zululand |
| UP | University of Pretoria |
| UWC | University of the Western Cape |
| WITS | University of the Witwatersrand |
| WSU | Walter Sisulu University |
| **UNIVERSITY OF TECHNOLOGY** | |
| **Acronym** | **Full Name** |
| CPUT | Cape Peninsula University of Technology |
| CUT | Central University of Technology |
| DUT | Durban University of Technology |
| MUT | Mangosuthu University of Technology |
| TUT | Tshwane University of Technology |
| VUT | Vaal University of Technology |