" Review of Laser Engineering " manuscript papering check list (Return this form along with manuscript)

The first author	Manuscript ID number (for offic	e use o	nly)											
								-						
ltem	Check description		Author		Editor		Referee		Author		Referee		Author	
		(first)				(first)		(second)		(second)		(proof-reading)		
1.Title	The title should well reflect the contents of the manuscript?	yes	no	yes	no	yes	no	yes	no	yes	no			
	Checked by an English native speaker? (if you're not native)	yes	no					yes	no			yes	no	
2.Key words	The selection should be appropriate.(within 5 words)	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
3.Abstract	The abstract cannot exceed 150 words.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
	Checked by a native speaker? (if you're not native)	yes	no					yes	no			yes	no	
4.# of pages	The manuscript length should follow the guideline.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
	(within 5 pages, c.a. 1,080 words / page)													
5.Main text	Numbering the equations?	yes	no	yes	no	yes	no	yes	no	yes	no			
	Checked by a native speaker? (if you're not native)	yes	no					yes	no			yes	no	
6.Figures /Photos	Figures and photos should be clearly prepared.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
	Size of the characters in figures should be 1.5 to 2 mm when reduced.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
	The tick marks and labels should be clear.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
	The figures/photos from other authors should have permission for reproduce.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
7.References	The format of the references should follow the RLE format.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
8.Copy right	The contents of the paper should not have been published elsewhere.	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no	
Date checked	· ·													
Comments from tl	he board of editors			1		1		1		1				
Does the author need the second proof-reading ?						Yes				no				
(The first author s	hould check this item after the first proofreading)													