



# The Investigators' Complete Guide to the HEI Review and Publication Process

## PART 6: CHECKLISTS FOR SUBMITTING THE DRAFT AND REVISED FINAL REPORTS

Use the checklists below, which summarize information in Parts 3, 4, and 5 of this Investigators' Guide, to ensure you have included everything. Please send your files to

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### Checklist for the *Draft* Final Report Submission

- One PDF of the Draft Core Report, including all text, tables, and figures
- A separate PDF (or PDFs, if file sizes are large) for Appendices and Additional Materials
- A completed Investigators' Report Submission Form (provided by HEI) signed by all authors
- Disclosure of actual or potential conflict of interest and disclaimer statement.
- All required sections of the text in this order:
  - Title Page
  - Table of Contents (which includes all heading levels)
  - Abstract
  - Introduction
  - Specific Aims
  - Methods and Study Design (including a statement from the Institutional Review Board or Institutional Animal Care and Use Committee if applicable)
  - Statistical Methods and Data Analysis
  - Results
  - Discussion and Conclusions
  - Implications of Findings

- Acknowledgments (optional)
- References Cited
- About the Authors
- Other Publications Resulting from This Research
- Abbreviations and Other Terms (with their definitions)
- Appendices and Additional Materials
  
- All abbreviations defined in the text at first mention and included in the Abbreviations and Other Terms section
- References cited by author and year in the text, included in the list of references, and formatted in HEI's style.
- A page number on every page of the whole document — text, tables, figures, and Appendices
- A completed copy of this checklist

## Checklist for the *Revised* Final Report Submission

- Two PDFs of the Revised Core Report, including all text, tables, and figures — all reflecting any changes made since submission of the Draft Final Report. One file must show “tracked changes”; the other file must show changes as “accepted.” Separate Appendices and Additional Materials should also have any changes clearly marked.
- Original, high-quality electronic files of all components for editing and publishing (main text, tables, figures, Appendices). Text must be in MS Word; tables must be in Word or Excel; figures for the Core Report must be in TIFF, JPEG, EPS, Excel, or Sigma Plot. **Not acceptable:** PDFs, files embedded in MS Word or PowerPoint, and LaTeX files. (Figures in web-only Appendices do not need to be in original format.)
- The name of the file in the header or footer on each page
- Cover letter explaining the changes that were made in response to the Committee's comments and any other responses to the Committee's comments
- All items on the checklist for the Draft Final Report have been included or addressed
- Proof of any permissions required for reprinted tables or figures
- A completed Investigators' Report Submission Form (provided by HEI) signed by all authors
- Disclosure of actual or potential conflict of interest and disclaimer statement.
- A completed copy of this checklist