



Investigators' Quick Guide to Preparing the Final HEI Report

(For more complete information, see the *Investigators' Complete Guide to the HEI Review and Publication Process* on HEI's Web site, www.healtheffects.org/publication/hei-investigators-guide-preparing-final-report.)

GENERAL GUIDANCE ON REPORT SECTIONS AND LENGTH

HEI asks investigators to present all the results of HEI-funded research. To organize the material most effectively and best serve our readers, final reports should be prepared using the following organizational structure:

- The relatively short, well-organized “core” report should be no more than 20,000 words. The report should summarize all major findings and key conclusions, placed in the context of *all* the study's results, and will be published both in print and on the Web. The report should include a *combined total* of only 10 to 15 essential summary tables and figures.
- Further figures, tables, and text presenting all the study's methods and results should be placed in Web-only appendices (which will receive a minimum of editing but no formatting at HEI) or presented as additional materials if containing more detailed background material, raw data, or computer code (which may be made available on the Web but will not be edited or formatted by HEI).
- HEI's general editorial policy is to publish all appendices only on the Web rather than to leave them in the core (“printed”) report. If you feel that an appendix should be part of your core report, please indicate that when you send in your report.
- Report sections should include Title Page, Table of Contents, Abstract, Introduction, Specific Aims, Methods and Study Design, Statistical Methods and Data Analysis, Results, Discussion and Conclusions, Implications of Findings, Acknowledgments (optional), References, About the Authors, Other Publications Resulting from This Research, and Abbreviations and Other Terms. (Please see a published report on the HEI Web site for examples.)
- The Methods section should provide general descriptions with enough detail so that readers can understand the study's design and approach. More detailed information about methods and procedures should go in a Web-only appendix.
- Format references in accordance with the style used by the journal *Environmental Health Perspectives* (<https://ehp.niehs.nih.gov/manuscript-style>).
- HEI recommends that authors whose first language is not English have a native English speaker review their report for clarity and comprehensibility before submission.

FILE REQUIREMENTS FOR REVIEW

Please submit **one PDF file of the core report** that includes all text, tables, and figures with each submission (i.e., both draft and revised stages), and **separate files for any appendices and additional materials**. These materials will be distributed to reviewers. **At the revised report stage, send a second PDF showing tracked changes** and observe the additional file requirements detailed on the next page under “File Requirements for Publication.”

Authors should also be prepared to send clearly labeled files of computer code and any output of statistical programs if requested by the Health Review Committee for their review. Be also prepared to send complete analytic data sets if requested by HEI. It is at HEI's discretion whether such additional materials should be made available to the public in consultation with the investigators and with appropriate protection of privacy. Please consult HEI's data access policy for more information (see “Policy on the Provision of Access to Data Underlying HEI-Funded Studies” at www.healtheffects.org/research/investigators/final-report).

All co-authors are required to sign the **Investigators' Report Submission Form** at both the draft and revised report stages indicating that each author has reviewed the report and approves of its content, including interpretation of the results.

If you have any questions about submitting your report to HEI, please contact your assigned staff scientist.

FILE REQUIREMENTS FOR PUBLICATION

Authors submitting a revised report are also required to send **original text files and high-quality original files** (see below) **of all tables and figures in the core report**, in addition to the two PDFs of the entire report already described.

Text Files for Core Report

- Files must be in Microsoft Word; ***PDF files and LaTeX files are NOT acceptable for publication purposes.***
- Insert the file name in the header or footer to appear on each page, number each page, insert line numbers, and single-space text.

Tables for Core Report

- Tables may be in Microsoft Word or Microsoft Excel. ***PDF files or files embedded as graphics in Word or PowerPoint are NOT acceptable.***
- Tables should be numbered sequentially in the order mentioned in the text, have a descriptive title, and include descriptive headings for all columns and rows.

Figures for Core Report

- **Acceptable file formats:** TIFF, JPEG, EPS, Microsoft Excel, and Sigma Plot, as well as images ***drawn*** in Microsoft Word or PowerPoint (please submit as Word or PowerPoint files — do not submit as a PDF).
- **Unacceptable file formats:** PDFs; ***embedded*** images in Word or PowerPoint; JPEG files made from PDF or Word files; images saved as bitmaps; Web downloads.
- **Resolution specifications**
 - *Black line art with no shades of gray:* 900–1200 dpi.
 - *Grayscale or color, **with** line art and/or text:* 600–900 dpi (e.g., a photograph or photomicrograph with labels, arrows, scale bars, or text added to it, or a bar chart that uses colors or shades of gray to distinguish elements).
 - *Grayscale or color, **without** line art or text:* 300 dpi (for example, a photograph or photomicrograph).
- If possible, place all panels of a multipart figure on the same page.
- Figures should be numbered sequentially in the order introduced in the text.
- Captions and figure labels should allow the illustration to be understood separately from the main text.

Permissions For each table and figure from another source, authors must determine if permission is required. See the *Investigators' Complete Guide* for details.

Appendices Each Appendix should be sent as a separate file. **Text must be in Microsoft Word. Tables must be in Microsoft Word or Excel. Original figure files are not required for Web-only appendices.** We will contact you for original figure files if we find typos.

Additional materials There are no file requirements; these materials will be posted “as is.”

If you have any questions about file requirements, please contact the Managing Editor, Hilary Selby Polk, at +1-617-488-2314, or hpolk@healtheffects.org.

Please make every effort to meet these requirements to facilitate the production process.