

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

## PART 2: THE PUBLISHING PROCESS

When investigators submit the Revised Final Report, HEI checks the files to ensure that they have been provided in accessible electronic formats (see *Part 5: Requirements for Electronic File Submission*). Notice will be sent at this time to investigators if their files do not meet these requirements.

After the Revised Final Report has been approved for publication by the Review Committee and HEI has received all files as requested, an Editor reads the Investigators' Core Report carefully with the perspective of being the reader's advocate (see *Part 3: Instructions for Preparing the Final Report* for a description of report components and definition of Core Report). The Editor's underlying focus is to ensure that the methods and results are stated as simply and clearly as possible so that they are accessible to the reader.

For the Core Report, the Editor assures that

- information is presented in a logical sequence;
- the general approach and methods (experiments and variables) are described adequately so the reader can understand the subsequent results and discussion sections (with more details provided in Appendices; see next paragraph);
- illustrations are well designed, with informative captions;
- tables present data efficiently, clearly, and with little repetition;
- tables and figures make sense independent of the text, and data are consistent with the presentation in the text; and
- abbreviations and other terms are used consistently and in accordance with worldwide scientific nomenclature.

HEI's policy is to publish Appendices only online. The Editors review any web-only Appendix text for spelling, basic grammar, and accuracy of cross-references to the tables, figures, and text in the Core Report, but otherwise do not edit these materials. Appendix text, tables, and figures are not formatted by HEI. Some materials (such as data sets and computer code) are best presented as Additional Materials and are not reviewed by the Editor at all (see *Part 3: Instructions for Preparing the Final Report* for a description of web-only Appendices and Additional Materials).

After the report has been edited, it is sent to the investigator. HEI asks that the investigator read through the edited galleys and answer any queries **within two weeks** of receipt. No editorial recommendations are implemented without approval from the investigator.

The Editor then incorporates the investigators' responses to queries and proceeds with publishing the report and Appendices along with its Commentary or Critique on the HEI website. Subsequently, the Core Report is printed, while Appendices remain available only online.