PART 5: REQUIREMENTS FOR ELECTRONIC FILE SUBMISSION

Submission of the Draft and the Revised Final Reports for Review

For the Draft Final Report, please provide one PDF file of the Core Report that includes all text, figures, and tables. Also submit separate PDFs for the Appendices and Additional Materials. These documents will be distributed to reviewers.

Be prepared to send clearly labeled files of computer code and any output of statistical programs if requested by the Review Committee for their review. (Such files may be sent in their original formats instead of PDFs.) Also be prepared to send complete analytic data sets if requested by HEI. It is at HEI's discretion whether such materials will 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 "HEI Policy on the Provision of Access to Data Underlying HEI-Funded Studies" at *www.healtheffects.org/research/investigators/ final-report*).

In the case of a Revised Final Report, in addition to the PDF file just described, send a second PDF file that shows all changes made since the Draft Final Report submission. Changes made to Appendices and Additional Materials should also be clearly marked. For the Revised Final Report, please send high-quality original files (see a description of high-quality files in the next section) of the text and, separately, any figures and tables appearing in the Core Report. These high-quality files will be used to prepare the Revised Final Report for publication. For Appendices, send the text in Word and tables in Word or Excel. Original figure files are not needed for Appendices.

At both the Draft and Revised Final Report stages, all co-authors are required to sign the **Investigators' Report Submission Form** indicating that each has reviewed the report and approves of its content, including interpretation of the results.

Files sent by e-mail to HEI cannot be larger than 20 MB. (If you have problems transmitting files, please contact the Senior Science Administrator, Lissa McBurney, at *lmcburney@healtheffects.org*, or +1-617-488-2345.)

File and Formatting Requirements for the Revised Final Report

Note that we cannot begin to prepare your Revised Final Report for publication until these requirements are met.

TEXT REQUIREMENTS

All files must be submitted in PC-compatible electronic format. Please contact the Senior Editorial Manager, Kristin C. Eckles (*keckles@healtheffects.org*), with questions or concerns about preparing files.

Requirements for text files are as follows:

- Files must be in Microsoft Word.

- Text must be single-spaced.

- PDF files are NOT acceptable for editing and publication. (HEI requests PDF files only for the purpose of review.)

- We are unable to process LaTeX code; therefore, text files that include LaTeX need to be converted to Microsoft Word (.doc, .docx, or .txt extension) before submission to HEI.

- Insert the file name in the header or footer on each page.

- Put a page number on every page of the whole document, including figures and tables. Appendices and Additional Materials should each start again with page 1.

- Add line numbers to the text.

TABLE AND ILLUSTRATION REQUIREMENTS

Permissions   For each table and figure from another source, authors must determine if permission is required, acquire permission if needed, and send HEI a copy of the permission granted. Include an attribution line with wording approved by the original source, where necessary.

If a figure or table is modified from data from another source, permission from the author and publisher is not required, but you may want to notify the author as a courtesy. The phrase "Based on data from Doe et al. 2005" should be included in the table footnote or figure caption.

Tables

The Core Report should contain a combined total of 10 to 15 essential figures and summary tables.

- Number tables sequentially in the order mentioned in the text. Use cardinal numbers, not decimal numbers (1, 2, 3, 4; not 1.1, 1.2, 1.3, etc.).

- Please add a descriptive title and include descriptive headings for all columns and rows. The information in the table should be complete enough to allow it to be understood separately from the main text.

- Use footnotes for definitions or comments necessary to interpret a table.

- Do not use engineering notation (e.g., 7.3E-05 should be changed to 7.3×10^{-5}; 2.6E+03 to 2.6×10^3).

- Tables must be in Microsoft Word or Excel for all components of the report (Core Report and Appendices).

- Tables embedded as graphics in Microsoft Word or PowerPoint are NOT acceptable.

- Tables in PDF files are NOT acceptable for editing and publication.

- Insert the file name in the header or footer so that it shows on each page.

Figures

The Core Report should contain a combined total of 10 to 15 essential figures and summary tables.

- Number figures sequentially in the order mentioned in the text. Use cardinal numbers, not decimal numbers (1, 2, 3, 4; not 1.1, 1.2, 1.3, etc.).

- The caption should be complete enough to allow the illustration to be understood separately from the main text.

- Make symbols, letters, and numbers consistent in size and capitalization. Make sure labels are clearly readable.

- If possible, place all panels of a multipart figure on the same page.

- If the program allows, insert the file name in the header or footer so that it shows on each page.

- Maps need to be prepared with the same high quality as other art. Screen prints of online maps are not of high enough quality for print publications. If the map was not generated by the authors, obtain written permission to reproduce those protected by copyright.

Each figure for the Core Report must be submitted as a separate file in the original program in which it was created or saved into a format listed below. (Figures in web-only Appendices do not have to be submitted in their original files. If we find typos in these, we will ask for new, corrected figure files on a per-case basis.)

- **Acceptable figure file formats for the Core Report:** TIFF, JPEG, EPS, Microsoft Excel, Sigma Plot, or high-resolution PDF (300 dpi). For images *drawn* in Microsoft Word or PowerPoint, please submit original Word or PowerPoint file whenever possible.

- **Unacceptable figure file formats for the Core Report:** *embedded* images in Word or PowerPoint; JPEG files made from Word files; images saved as bitmaps; and images created with less common or field-specific software programs (must export images to PDF, TIFF, JPEG, or EPS).

- **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 (e.g., a photograph or photomicrograph)

Color Art

Please note that many readers print in black and white; as a result color variations in figures are lost. Often black/white shading and patterns are preferable. However, color may be essential for some types of graphics such as photomicrographs of cells and tissues when black/white contrast is not adequate and maps in which color is essential (e.g., spatial distributions).

For an abbreviated checklist of these requirements, see *Part 6: Checklists for Submitting the Draft and Revised Final Reports.*