



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

Lissa McBurney, Science Administrative Assistant

lmcburney@healtheffects.org

Phone: +1-617-488-2345

Fax: +1-617-488-2335

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, and Appendices). Text must be in MS Word; tables must be in Word or Excel; and figures for the Core Report must be in TIFF, JPEG, EPS, Excel, Sigma Plot, or high-resolution PDF (**not acceptable**: embedded images in Word or PowerPoint; JPEG files made from Word files; images saved as bitmaps; and images created with GraphPad Prism).
- (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