



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, figures, and tables
- A separate PDF (or PDFs, if file sizes are large) for Appendices and Additional Materials
- A completed Investigators' Report Submission Form 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
 - 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
- ___ 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 document

- ___ A completed copy of this checklist

Checklist for the *Revised* Final Report Submission

- ___ Two PDFs of the Revised Core Report — including all text, figures, and tables — 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 changes clearly marked.

- ___ Original, high-quality electronic files of all components for editing and publishing, including main text, figures, tables, 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 less common or field-specific software programs (must export images to PDF, TIFF, JPEG, or EPS). 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 indicating the major changes made to the report and any critical comments that have not been addressed and the reason for not doing so

- ___ All items on the checklist for the Draft Final Report have been included or addressed

- ___ List of permissions required for reprinting figures or tables

- ___ A completed Investigators' Report Submission Form signed by all authors

- ___ Disclosure of actual or potential conflict of interest and disclaimer statement

- ___ A completed copy of this checklist