



# 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, Senior Science Administrator

[lmcburney@healtheffects.org](mailto: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, 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