



# Investigators' Quick Guide to Preparing the Final HEI Report

(For more complete information, see the *Investigators' Complete Guide to the HEI Review and Publication Process* at [www.healtheffects.org/publication/hei-investigators-guide-preparing-final-report](http://www.healtheffects.org/publication/hei-investigators-guide-preparing-final-report).)

## GENERAL GUIDANCE ON REPORT SECTIONS AND LENGTH

HEI asks investigators to present all the results of HEI-funded research. To organize the material most effectively and best serve our readers, final reports should be prepared using the following organizational structure:

- The well-organized “core” report should be no more than 20,000 words. It should summarize all major findings and key conclusions, placed in the context of *all* the study’s results, and will be published both in print and online. It should include a *combined total* of 10 to 15 essential summary tables and figures.
- Further figures, tables, and text presenting all the study’s methods and results should be placed in online-only appendices (which will receive a minimum of editing but no formatting at HEI) or presented as additional materials if containing more detailed background material, raw data, or computer code (which will not be edited or formatted by HEI). With rare exceptions, all appendices are published online only.
- Report sections should include Title Page, Table of Contents, Abstract, Introduction, Specific Aims, Methods and Study Design, Statistical Methods and Data Analysis, Results, Discussion and Conclusions, Implications of Findings, Acknowledgments (optional), References, About the Authors, Other Publications Resulting from This Research, and Abbreviations and Other Terms. (Please see published reports on the HEI website for examples.)
- The Methods section should provide general descriptions with enough detail so that readers can understand the study’s design and approach. More detailed information about methods and procedures should go in a web-only appendix.
- Format references in accordance with HEI’s style (see *Investigators’ Complete Guide* at [www.healtheffects.org/publication/hei-investigators-guide-preparing-final-report](http://www.healtheffects.org/publication/hei-investigators-guide-preparing-final-report)).
- HEI recommends that authors whose first language is not English have a native English speaker review their report for clarity and comprehensibility before submission.
- A statement acknowledging HEI’s support and a disclaimer must appear in all publications resulting from work funded by HEI (see Article 16 of your Research Contract for the disclaimer text). In addition, in the final HEI report, you must include a statement regarding any actual or potential conflicts of interest (see [www.healtheffects.org/research/investigators/final-report](http://www.healtheffects.org/research/investigators/final-report)).

## FILE REQUIREMENTS FOR REVIEW

Please submit **one PDF file of the core report** that includes all text, tables, and figures with each submission (i.e., both draft and revised stages), and **separate files for any appendices and additional materials**. These materials will be distributed to reviewers. **At the revised report stage, send a second PDF showing tracked changes** and observe the additional file requirements detailed on the next page under “File Requirements for Publication.”

Authors should also 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. Be also prepared to send complete analytic datasets if requested by HEI. It is at HEI’s discretion whether such additional materials should 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 “Policy on the Provision of Access to Data Underlying HEI-Funded Studies” at [www.healtheffects.org/research/investigators/final-report](http://www.healtheffects.org/research/investigators/final-report)).

All co-authors are required to sign the **Investigators’ Report Submission Form** at both the draft and revised report stages indicating that each author has reviewed the report and approves of its content, including interpretation of the results.

If you have any questions about submitting your report to HEI, please contact your assigned Staff Scientist.

### FILE REQUIREMENTS FOR PUBLICATION

Authors submitting a revised report are also required to send original text files and high-quality original files (see below) of all tables and figures in the core report, in addition to the two PDFs of the entire report already described.

#### ***Text Files for Core Report***

- Files must be in Microsoft Word; PDF files and LaTeX files are NOT acceptable for publication purposes.
- Insert the file name in the header or footer to appear on each page, number each page, insert line numbers, and single-space text.

#### ***Tables for Core Report***

- Tables may be in Microsoft Word or Microsoft Excel. PDF files or files embedded as graphics in Word or PowerPoint are NOT acceptable.
- Tables should be numbered sequentially in the order mentioned in the text, have a descriptive title, and include descriptive headings for all columns and rows.

#### ***Figures for Core Report***

- **Acceptable file formats:** TIFF, JPEG, EPS, Microsoft Excel, Sigma Plot, or high-resolution PDF (300 dpi), as well as images drawn in Microsoft Word or PowerPoint (please submit original Word or PowerPoint files whenever possible).
- **Unacceptable file formats:** 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., 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., photograph or photomicrograph)
- If possible, place all panels of a multipart figure on the same page.
- Figures should be numbered sequentially in the order introduced in the text.
- Captions and figure labels should allow the illustration to be understood separately from the main text.

*Permissions* For each table and figure from another source, authors must determine if permission is required. See the *Investigators' Complete Guide* for details.

*Appendices (web only)* Original figure files are not required for web-only appendices. We may contact you for original figure files if we find typos.

*Additional materials* There are no file requirements; these materials will be posted “as is.”

If you have any questions about file requirements, please contact the Senior Editorial Manager, Kristin C. Eckles, at [keckles@healtheffects.org](mailto:keckles@healtheffects.org).

Please make every effort to meet these requirements to facilitate the production process.