**Methods Moment Submissions – Manuscript Submission Checklist**

1. Title Page: page 2

2. Formatting Manuscript: pages 3-4

3. Images, Figures, Tables: page 4

4. Blinding your Submission: page 5

If you have any questions at any time with formatting the manuscript or submitting the manuscript, please email hypothesisj@protonmail.com.

**Title Page Guidelines**

**Title – Bolded, Arial 14pt, Sentence case**

Author Information – use Arial 12 pt font throughout and structure it as follows:

Author name, Degree/s, Pronouns (optional)

Title

Library

Institution

City, State

ORCID ID:

Email address

Social Media handles (optional)

Please use \* after the last name to indicate the corresponding author

**Document Style Guide**

**Structured Abstract (200 words)**

* **Method name(s):**
* **Description:**
* **Purposes:**

**Manuscript Formatting**

* Use Arial Font and 12pt text size.
* Text should be double-spaced.
* Headers/sections within manuscript, should use *Sentence case* and be **bolded**, below are some examples headings that should be used for all submissions.
* **Overview:** The overview should include a short definition or description of the method or topic. It will then explain the method or topic, its purpose or role in producing research findings, and why it might be of interest to health science librarians in their research. The overview should stand on its own for readers who are curious but do not want to explore further.
* **Example:** The example section should illustrate how the method or topic plays out during research in practice. The example might be a narrative description of the topic in action, a personal experience of application, or a mock case study describing an imaginary scenario of when and how the topic would be applied. In your example, include some strengths of this method and limitations when using this method.
* **Resources:** The resources section should point readers to places for further exploration and self-guided learning. This should be a curated list of materials for interested learners. Wherever possible, if learning materials exist then they should be pointed to in the resources rather than trying to include instructional content in the overview. Most of the resources should be freely accessible, rather than subscription resources with limited availability.

**Figures, Table, and Image Titles**

No restrictions exist for numbers or type of figures, charts, tables, or illustrations to include with a submission. Image, figures, and illustration files must be saved as *PNG* or *TIFF* and uploaded as separate documents.

The Production Editor and Editor reserve the right to create Appendixes for oversized images, figures, etc, which will not fit in the standard letter size sheet of paper (8.5 inch or 21.59 cm by 11 inch or 27.94 cm).

Author(s) should contact the Editor, if they plan to include and oversized image, figure, etc.

**Captions**

* Clearly label the captions (Figure X, Image Y, Table Z) and indicate placement of the caption above or below the Figure, Image, or Table.
	+ *If placement is not indicated, Copy Editors or Production Editors will do their best to have authors review it pre-publication.*

**Multi-Authored Submissions**

Each author should complete the [CReDIT statement](https://casrai.org/credit/) and this should be placed before the references section.

**Data Availability Statement (if applicable)**

Provide a statement for how readers can access your de-identified data.

**Supplementary Files**

* Clearly Indicate placement within the document (e.g., Appendix X)
* Blind the document using the guidelines on page 5
* Upload the file separately

**References**

* Use superscripts to denote in-text citations. The placement of superscripts should follow the terminal punctuation (e.g., periods, commas, closed quotation marks, exclamation points).
	+ **Ex.** Blooming flowers mark the official start of Spring.1
* Format all citations using the Vancouver citation style. This citation style is available in EndNote.
* If using a citation management system, please convert citations to plain text, which removes the coding and allows for editing, before uploading the document.

**Multi-Authored Submissions**

* All authors should complete the [CReDIT statement](https://casrai.org/credit/) and this should be placed before the references section.

**Blinding your Submission:**

1. Remove related text/information with any author(s) names from:
	1. Manuscript
	2. Figures, Images, Texts
	3. References
2. Remove about employer names
3. Remove the Acknowledgements Section

Consider replacing Identifiable Information with the following:

[Employer, Hospital, University, Health System Name]

[Author Name]