**Voices of Experience Template - Manuscript Submission Checklist**

1. Title Page

2. Manuscript

3. Images, Figures, Tables

4. Blinding your Submission

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** (300 words excluding headings listed below)**:**

**Background/Introduction:**

**Experience:**

**Takeaways:**

**Manuscript Formatting (5000 words excluding citations and appended materials):**

* Use Arial Font and 12 point text size
* Text should be doublespaced
* Headers/sections, outlined below, within manuscript should use Sentence Case and be **bolded:**
	+ **Background/Introduction** – choose the heading most appropriate for your submission.
	+ **Experience** - Describe your experience. Your writing should be professional in quality, but it is acceptable to use first person *in this section* of the manuscript.
	+ **Discussion**- Discuss what you have learned as a result of or by going through this experience.
	+ **Takeaways** - Make a few suggestions or provide skills learned during/as a result of this experience for the reader.

**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.

**All 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.*

**Data Availability Statement (if applicable)**

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

**Multi-Authored Submissions**

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

**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.

**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]