**Research Submissions – Manuscript Submission Checklist**

1. Title Page: page 2

2. Formatting Manuscript: pages 3-4

3. Images, Figures, Tables: pages 4

4. Data Availability Statement: page 4

5. Blinding a Manuscript: page 5

If you have any questions at any time with formatting the manuscript or submitting the manuscript, please email [hypothesisj@protonmail.com](mailto:mailto: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)**

* **Introduction or Background:**
* **Methods:**
* **Results:**
* **Discussion:**

**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.
* **Introduction or Background:** Provide a concise overview of study, including research questions, population or problem, and methods.
* **Methods:** Explain the process of how the author or team gathered appropriate and sufficient information to answer research questions. The literature review could be mentioned in this section. The process may be qualitative, quantitative, or mixed-methods, but it should be replicable based on provided information. If appropriate, mention human ethics or Institutional Review Board approval.
* **Results:** Explain how you analyzed results using figures, tables, etc. Additional links to data should be listed in article, as appropriate.
* **Discussion:** Discuss implications of findings and suggestions for future research. Be  transparent about assumptions, possible bias, and weaknesses of design or processes: no research is perfect!
* **Supplemental Materials:** Include, as an appendix, survey questions or other information needed for reproducibility. If you would like to include raw data files, please contact the [editors](mailto:hypothesisj@protonmail.com).

**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,](mailto:hypothesisj@protonmail.com) 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**

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

**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]

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