

CommonHealth Manuscript Submission Checklist

Please refer to *CommonHealth Instructions to Authors* for complete guidelines

Basic Requirements

- ☐ Written in English (consider professional editing services for non-native speakers).
- ☐ Body of manuscript does not exceed 20 pages (excluding references).
- ☐ Typed in a standard font (e.g., Arial, Times New Roman), double spaced with 1-inch margins.
- ☐ Avoids use of abbreviations. If used, abbreviations are explained at the beginning of the manuscript and listed in the order in which they appear.
- ☐ Scientific units expressed in SI units.
- ☐ Uses person-first language (e.g., participants with obesity).

Format

For guidance on content and style of manuscript sections, refer to the International Committee of Medical Journal Editors (ICJME) Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org/recommendations/browse/manuscript-preparation/>)

- ☐ Citations: In-text references cited numerically, using parentheses or subscript.

Title page

- ☐ Clear and concise title
- ☐ First and last name of each author
- ☐ Affiliated department and institution for each author
- ☐ Three to six keywords
- ☐ Running title
- ☐ Acknowledgements
- ☐ Statement regarding each authors' contribution to the work
- ☐ Full address including e-mail of the corresponding author
- ☐ Potential conflicts of interest
- ☐ Funding sources (if appropriate)

Body

- ☐ Abstract (about 200 words)
- ☐ Lay Abstract (50-100 words): Concisely explains the purpose and results in clear, everyday language.
- ☐ Introduction (3-5 paragraphs)
- ☐ Methods (3-5 paragraphs; or other relevant subsection)
- ☐ Results (5-10 paragraphs; or other relevant subsection)
- ☐ Discussion (5-7 paragraphs)

Reference page

- ☐ References listed numerically in the order they appear in text.
- ☐ List all authors for publications with one to six authors. For publications with seven or more authors, list the first three, followed by et al.
- ☐ Journal titles abbreviated, according to the style used by Index Medicus (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>).

Tables and Figures

- ☐ Include each table on a separate following the main text.
- ☐ Figures artwork supplied in separate files (EPS or TIFF).
- ☐ Number tables and figures consecutively, using Arabic numbers.
- ☐ Include a brief title and legend for each table or figure. Legends typed on a separate page from the main text, with Arabic numbers corresponding to the figure or table numbers.

Submission

- ☐ Create ORCID ID (encouraged for all authors on the submission; <https://orcid.org/signin>).
- ☐ Submit manuscript at <https://tuljournals.temple.edu/index.php/commonhealth/submission/wizard>
- ☐ All authors approve content and declare conflicts of interest.
- ☐ Approve proof.