

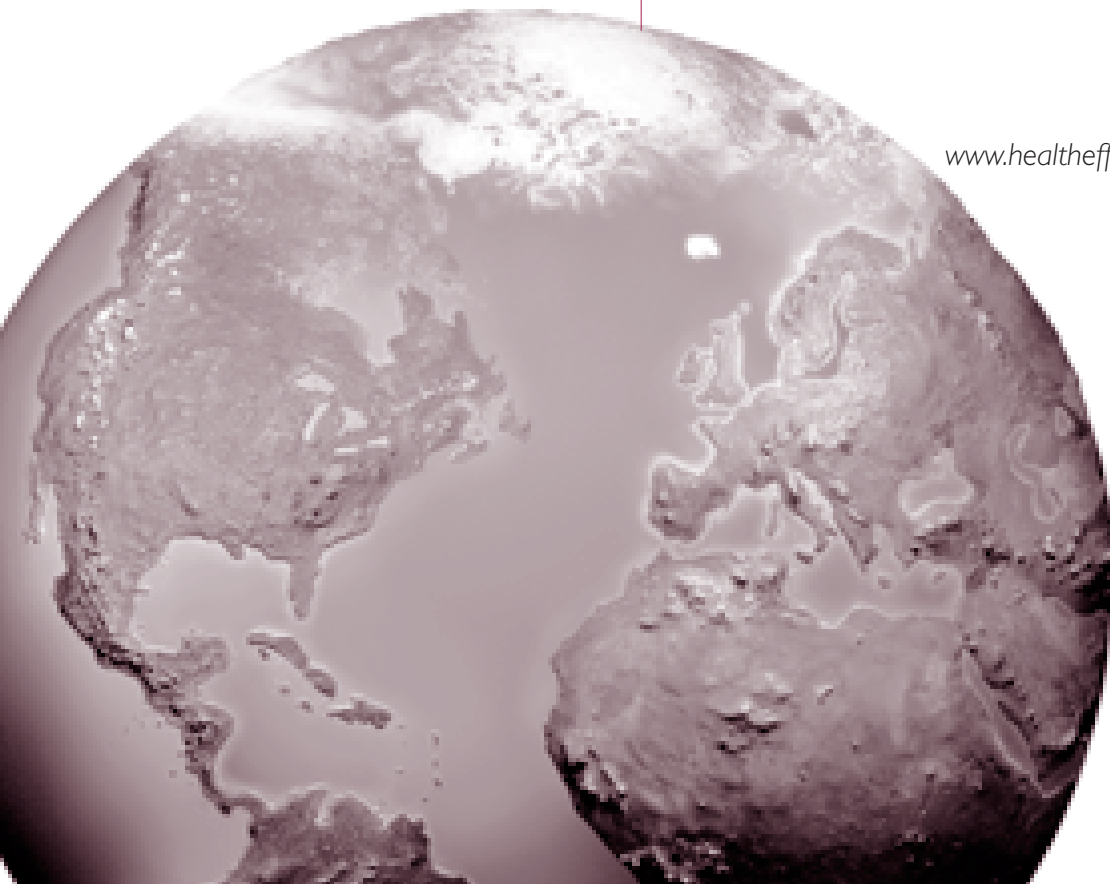


Investigators' Guide

HEALTH
EFFECTS
INSTITUTE

Preparing the Final Report

www.healtheffects.org/Pubs/GuideToAuthors.pdf



INVESTIGATORS' GUIDE

Preparing the Final Report

From Research to Review to Final Publication.	2
HEI Review Process and Health Review Committee	2
HEI Science Editing and Publishing Process	3
Release of Withheld Funds	4
Quality Assurance Audit	4
Publication of Results Elsewhere	4
Components of the Investigators' Final Report	5
Text Style.	8
Text Formatting Requests	8
Reference Style.	9
Tables and Illustrations.	10
Electronic Table Files.	11
Guidelines for Electronic Art	11
Users of Microsoft Word 2007	12
Requirements for Submitting the <i>Final Report</i>	12
Checklist for Submitting the <i>Draft Final Report</i>	13
Checklist for Submitting the <i>Revised Final Report</i>	14
Summary of Electronic Files Needed for Publishing	15

The most up-to-date version of this guide is on the Web at
www.healtheffects.org/Pubs/GuideToAuthors.pdf
(case sensitive)

INVESTIGATORS' GUIDE

Preparing the Final Report

One of HEI's goals is to publish Research Reports of the highest scientific quality that will be of value to regulators, government officials, scientists, and the public. To meet this goal, investigators submit their Final Reports (as the Research Contract requires) and the HEI Health Review Committee evaluates (a) the scientific quality and significance of the research and (b) the strengths and limitations of the study. The Review Committee and HEI staff then compose a Commentary (or shorter Critique) that describes the research, places it in scientific and regulatory context, and identifies future research opportunities. The Investigators' Final Report and the Review Committee's Commentary are published together to communicate all HEI research findings (both positive and negative) to the Institute's sponsors and the public.

Our intentions for this Guide are to (1) let you know how to prepare and submit your Final Report, (2) familiarize you with the HEI review and publication processes, and (3) ensure that your research is presented in the most informative way possible. We ask that you help us do that by reading the Guide and following our suggestions as best you can.

We continually seek feedback from all investigators about how we can make this part of your Research Contract move more smoothly and efficiently.

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FROM RESEARCH TO REVIEW TO FINAL PUBLICATION

During the research phase of an HEI-funded study, a Staff Scientist monitors the progress of the project. When the research phase ends, the Staff Scientist prepares a background memo summarizing the history of the project for the HEI Health Review Committee, which had no role in reviewing applications, choosing studies to fund, or overseeing research. A different Staff Scientist, who oversees the review process, and a Science Editor work with the Review Committee and the investigator to review, edit, and publish the Investigators' Final Report.

HEI REVIEW PROCESS AND HEALTH REVIEW COMMITTEE

When the research phase comes to an end, each investigator is required by contract to submit a comprehensive Final Report to HEI. This document should describe all components of the research (scientific background, methods, positive and negative results) and discuss the findings (see Components of the Investigators' Report on page 5). The Final Report is intended to be a complete debriefing on the research; as such, it is more extensive than a standard journal article.

The role of the Review Committee is to (1) review the Final Report and provide feedback to the investigator, and (2) write an independent assessment of the study (a Commentary or shorter Critique) to be published with the Investigators' Final Report for HEI's sponsors and other interested parties.

Several outside reviewers with appropriate technical expertise review the Final Report and generate comments for the Review Committee to consider. One committee member is chosen as the Primary Reviewer on the basis of expertise; that member works with the Staff Scientist to coordinate comments from external reviewers and the committee's biostatistician, and presents the Final Report to the full Committee for discussion.

The Review Committee focuses on certain questions:

- Is the research presented consistent with the original statement of work (and any changes in the work plan made jointly by the Research Committee and investigators)?
- Does the introduction provide adequate background to interpret the study and its findings?
- Are the study design and methods appropriate?
- Do the results follow from the study design and methods? Are they presented clearly?
- Are the results and conclusions adequately supported by the data gathered and the statistical analyses?
- Do the raw data and their subsequent analyses require more in-depth evaluation?

The key comments the Committee most strongly wants to have addressed are clearly delineated in the Initial Review, which is sent to the Principal Investigator together with the outside reviews. The Committee may recommend that

- one or more components of the report need to be clarified or expanded (study design, description of methods, data to support results, interpretation of results);
- additional analyses be conducted; or
- the report be reorganized, including the possibility that some information be put into appendices that will be available on the Web but not part of the printed report.

The Committee may also disagree with some of the investigators' conclusions. In that case, they would explain the reasons for the disagreement and ask the investigators to reconsider their conclusions. As with submission of a manuscript to a journal, the investigator has the opportunity to address or rebut comments from the Review Committee and reviewers.

Generally, the investigator responds to these comments and prepares a Revised Final Report. The revisions of the Draft Final Report should be made within a time frame established together by HEI and the Principal Investigator. The Committee discusses the changes in the Revised Final Report and usually approves it for publication by HEI. (Rarely, the Committee decides not to publish the Investigators' Final Report.)

While the Final Report is being edited and prepared for publication, the Review Committee prepares a Commentary or shorter Critique that

- places the study into a broader context of scientific issues,
- points out its strengths and limitations, and
- discusses conclusions, interpretations, and implications of the findings.

It is written to reach an audience of scientists in different fields of research, technical and nontechnical members of HEI's sponsoring organizations, scientific advisors to decision makers, and other individuals and groups who share concern about the environment. The Committee's evaluation of the study and its comments on the investigators' discussion of the results are important to assure the quality of information that HEI provides and to offer alternative interpretations of the results.

The Commentary or Critique is sent to the Principal Investigator before it is published so the investigator can address any inaccuracies in the description of the work performed.

All project results and accompanying comments by the Review Committee are widely disseminated through HEI's Web site (www.healtheffects.org), printed reports, newsletters, and other publications, annual conferences, and presentations to legislative bodies and public agencies.

HEI SCIENCE EDITING AND PUBLISHING PROCESS

When the Revised Final Report is approved for publication, the manuscript is checked to ensure that all report components are included and have been provided in accessible electronic formats.

A Science Editor then reads the Investigators' Report carefully with the perspective of being the reader's advocate. The underlying focus is to make the methods and results accessible to the reader as simply and quickly as possible. The editor assures that

- each section presents information in a logical sequence with attention to consistency and detail;
- methods (experiments and variables) are completely described and results are linked to the descriptions of specific methods;
- illustrations are well designed with informative captions;
- tables present data efficiently, clearly, and with little repetition;
- tables and figures make sense independently of the text, and data are consistent with the presentation in the text; and

- abbreviations and other terms are used consistently and in accordance with worldwide scientific nomenclature.

For example, in reviewing the data presented in tables, the editor may suggest transforming columns into rows in a few tables so that similar data are presented in the same format throughout the report. In reviewing the methods and results presented, the editor would track the numbers of animals or subjects and may query the author if those values change without adequate explanation (how and why the losses occurred; how the losses affect statistical validity). The editor may see a way to combine three figures into one with three panels so the data are more easily compared.

Before the edited report is sent to the investigator, the Science Editor works with the Staff Scientist to resolve many queries and uncertainties noted by the editor in order to limit the input requested from the Principal Investigator. Two versions of the edited report in galley format are sent: one that shows editorial changes and suggestions and one that shows the resulting text as if all changes were accepted. Queries are annotated in footnotes to the text.

HEI asks that the galleys, answers to queries, and any other changes be returned in 2 to 4 weeks; alternative deadlines can be arranged as needed, especially for long reports. No editorial recommendations are implemented without approval from the Principal Investigator.

The Science Editor then incorporates the investigators' final changes and proceeds with publishing the report along with its Commentary or Critique. Each report is published on the HEI Web site and then printed.

RELEASE OF WITHHELD FUNDS

HEI holds back funds equivalent to 20% of the total budget of the final year of the Research Contract. The Institute releases half of the withheld funds when an acceptable Draft Final Report has been received. The remainder of the funds is released when the Revised Final Report has completed the review process and been accepted for publication.

QUALITY ASSURANCE AUDIT

HEI conducts an external quality assurance audit of the Final Report for any study that involves human subjects, and a statement from the auditors is included in the published report.

PUBLICATION OF RESULTS ELSEWHERE

HEI encourages investigators to publish results of research funded by HEI in the open scientific literature. However, HEI retains a nonexclusive license to publish material from research funded. The investigator and his or her institution are responsible for notifying other publishers of HEI's rights. Article 16 of the HEI Research Contract specifies:

The Recipient (or other author) agrees to grant, and hereby does grant, to the Institute and to the United States and to the other current sponsors of the Institute a royalty-free, nonexclusive, and irrevocable license throughout the world to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others so to do, all copyrightable material produced at any time directly or indirectly from the work under this Agreement now or hereafter covered by copyright.

Article 16 also states that investigators are free to present material derived from work conducted under the HEI Agreement in peer-reviewed scientific journals or at meetings of established scientific organizations. Investigators are required to inform HEI about the dissemination of the findings; in particular to send HEI

- a copy of a manuscript based on all or part of the HEI-funded work when it is submitted to a peer-reviewed journal, and
- meeting abstracts and presentations as far in advance of the meeting as possible.

Two printed copies and an electronic file of all journal articles, abstracts, and review articles describing HEI-funded research must be sent to the Institute at the time of their publication.

Article 16 further states that HEI “discourages the disclosure of the results of the work performed under this Agreement outside the scientific community until after such results have undergone scientific peer review.”

A statement acknowledging HEI’s support and a disclaimer must appear in all publications resulting from work funded by HEI. **Please refer to Article 16 of your Research Contract for the disclaimer text.**

COMPONENTS OF THE INVESTIGATORS’ FINAL REPORT

Title Page. Include the Report title and the names and affiliations of all authors. Provide a contact address for the Principal Investigator, who is also the first author.

Table of Contents. Include all subsections and clearly indicate heading levels and page numbers. In the text, make sure every heading stands out.

Abstract. Summarize the study, key findings, and implications of the work. Please follow the structure: Introduction / Methods / Results / Conclusions. Limit the abstract to 1000 to 1500 words.

Introduction. Summarize the issues and related work by the authors and others that led to this investigation. Specify the unresolved questions that the study addressed.

Specific Aims. State specifically what the project was intended to accomplish and what hypotheses were tested. Briefly note any modifications of the original aims that occurred during conduct of the study.

Methods and Study Design.

- Describe in detail how the study was carried out so that the experiment can be envisioned clearly by reviewers.
- If the study is based on specific assumptions, note them.
- Define the study sample (such as cell type, animal strain, or subject population) and the rationale for choosing it.
- For each pollutant or pollutant mixture, explain the choices of exposure concentrations and route of administration.
- For equipment and special chemicals, include the model number and name, city, and state or country of the manufacturer or source.

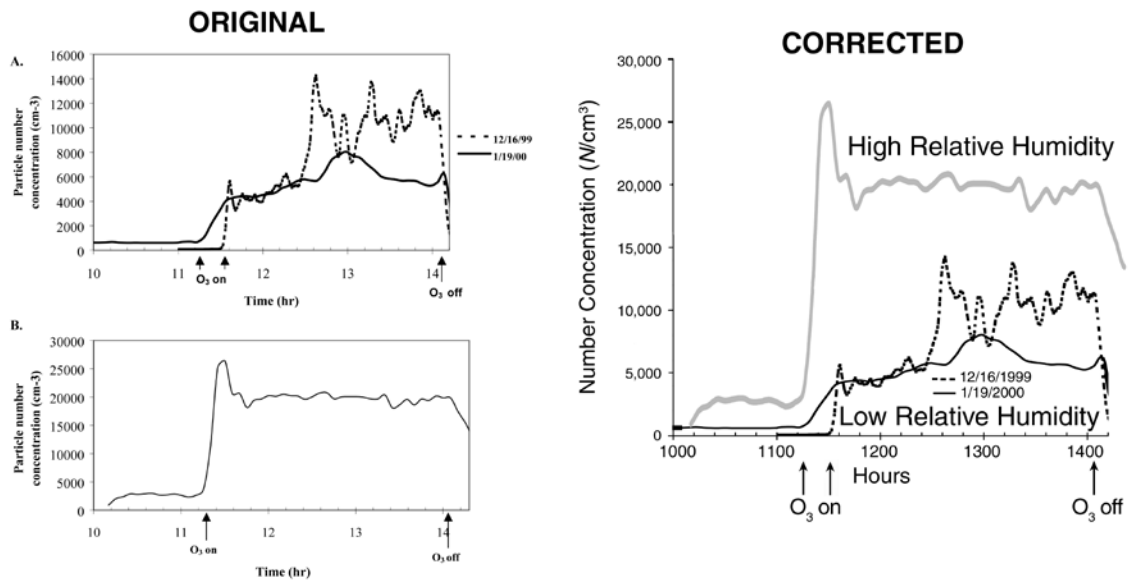
- If the study involved human subjects, describe how they were selected, the inclusion and exclusion criteria, and the informed-consent procedure.
- If the study involved human tissue, describe when and how it was acquired.
- Include a statement that the study was approved by the Institutional Review Board or that the study was exempted.
- Describe the quality control procedures implemented in compliance with the “Use of Human Subjects and Quality Assurance Program” described in the HEI Request for Applications.
- Indicate whether subjects were paid or otherwise remunerated for their participation.
- If the study involved animals, include a statement that animal care procedures met government guidelines.

Statistical Methods and Data Analysis. In general, reporting should include a description of statistical design and analytic methods in sufficient detail to enable a knowledgeable reader with access to the original data to verify the reported results. In addition, the report should

- clearly state the hypotheses that were tested and the specific comparison groups.
- describe the randomization procedures (or other methods of treatment allocation); methods used for any blinding of assessments; treatment complications; number of observations; and any losses to observation (such as missing animals or subjects who left the protocol).
- identify computer programs used and document that you have evaluated the program's performance.
- present a sensitivity analysis to evaluate whether important epidemiologic findings are stable over a reasonable range of modeling strategies.
- throughout the report, reserve statistical terms such as random, significant, normal, and correlation to be used only in their technical context.

Results.

- State the findings of the study and support them with data summaries.
- Report negative as well as positive findings.
- When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid sole reliance on statistical results that fail to convey important quantitative information, such as *P* values.
- In tables and figures, call attention to significant findings. In tables, state the statistical tests and/or methods used and define any terms, abbreviations, and symbols not included in the List of Abbreviations and Other Terms.
- When appropriate, present detailed data (individual or subgroup studies) in appendices to the report.
- When preparing figures with comparable content, consider matching the scales and units on the axes. This will allow the reader's eye to easily compare curves or data patterns among figures. In the example below, note the difference in the ranges of the *y* axes of panels A and B. A quick glance at the data curves would lead the reader to assume that the number concentrations over time were comparable. Once the *y* axes are corrected to match, however, the two figures can be combined to clearly portray the differences in the data.



Discussion and Conclusions. Interpret the results and state the conclusions. Discuss the uncertainties that remain and relate the findings to those of previously published reports.

Implications of Findings. If appropriate, explore the link between this study and unresolved scientific questions related to public health and environmental issues.

Acknowledgments (optional). Use this paragraph if funds other than the HEI Research Contract need to be acknowledged or if contributors other than the authors need to be mentioned.

References Cited. In the text, papers published or in press should be cited by single author, both of two authors, or first author plus “et al.” for multiple authors, all followed by the year (Jones 1999; Jones and Murphy 1999; Jones et al. 1999). We prefer that text citations of references be listed in chronological order (oldest first) and alphabetically within the same year.

All references cited in the text should appear in the reference list and uncited references should be deleted. Unpublished data should be noted only in the text with the full name of the source and the date (month, year) that the information was received. Papers in preparation or submitted but not yet accepted should be noted in the text as unpublished data with the year and name of the source. References in press should be included in the reference list. References to Web sites should include the name of the site, the date the cited material was posted, and the date on which it was accessed. (For further details, see Reference Style below.)

Appendices (if any). We strongly encourage using appendices to present details of experimental methods, statistical methods, supplementary information (such as questionnaires for human studies), or raw data. All raw data collected during the study but not included in the appendices must be available to the Health Review Committee on request in a form suitable for review (for example, tables or computer printouts).

If an appendix is essential for understanding the main report, it will undergo the same editorial process applied to the main text and will be incorporated into both the website and printed versions. If an appendix is useful to only a few scientists in related fields, it can be posted on the HEI Web site and made available via e-mail or in print from HEI. Such appendices do not undergo the editing and publication process.

About the Authors. Provide a brief biography (one paragraph) about each author. Include education and background, current title, role on this project, and research interests. If an investigator has moved since working on the project, please provide both titles and institutions.

Other Publications Resulting from This Research. List all publications based on research from this contract. Include copies of abstracts and manuscripts submitted or published.

Abbreviations and Other Terms. Provide a list of all abbreviations, acronyms, chemical formulas, and shortened terms used along with brief definitions.

TEXT STYLE

The primary style standards at HEI come from the American Medical Association's *Manual of Style* (tenth edition) and the Council of Science Editors *Scientific Style and Format* (seventh edition). For chemistry conventions, refer to the *ACS Style Guide* (third edition) published by the American Chemical Society. *Mathematics into Type* (updated edition; American Mathematical Society) is a useful resource for statistics and mathematics.

A recent HEI report on a similar topic may also be helpful for style conventions. Investigators are encouraged to contact the Director of Publications to discuss the scientific publishing conventions specific to the topic or nomenclature of the report.

Abbreviated terms. Avoid overuse of abbreviations and acronyms. A term should be spelled out at its first mention followed by the abbreviation in parentheses; the abbreviation should then be used consistently through the remainder of the text. All such terms should be listed in the section Abbreviations and Other Terms.

For plural abbreviations, add a lower case "s" (as in PAH or PAHs).

Spell out chemical compounds at the first text reference. The formula should immediately follow in parentheses (for example, "nitrogen dioxide [NO₂]").

For guidelines on standard abbreviations and what terms can be abbreviated without definition, see the *AMA Manual of Style*.

Use Roman type for common Latin terms (such as "in vivo," "in vitro," "et al."), but do italicize genus and species names, mathematical variables, and structural or positional designations in names of chemical compounds (benzo[a]pyrene).

Units should be expressed in Système International (SI) units with other units in parentheses if desired. For common units and abbreviations, see the *AMA Manual of Style*. Exception: units of time should be written out (hour, day, week, etc.) except in tables or virgule constructions (e.g., L/min), where units of time may be abbreviated.

TEXT FORMATTING REQUESTS

Files **must** be in Microsoft Word. [*Users of Word 2007: See instructions at end.*]

PDF files are NOT acceptable for editing and publication.

- Divide the text portion of the report into separate files for main text and figure captions.
- **Insert the file name in the header or footer to show on each page.**

- Double-space everything, including references and figure captions.
- Use margins of at least 1 inch (2.54 cm) all around.
- Use left justify (ragged right margin).
- Do not use automatic hyphenation.
- Apply line numbering to the text files.
- Put a page number on every page of the whole document (handwritten if necessary).
- Make every text heading stand out from surrounding text.
- Avoid text enhancements (bold, italics, underline) unless they are used to specify the nomenclature of scientific terms or equation variables.
- **If your report requires Greek letters, mathematical symbols, or any other special characters, include a note at the end of the file saying what characters you used and how you created them. A “μ” can easily become an “m”, showing “mm” instead of “μm”, with different software versions and printer capabilities.**

REFERENCE STYLE

Only references that are cited in the report should appear in the reference list. Before submitting the Final Report, please check that all references cited are listed and that all uncited references have been deleted. The list should be arranged alphabetically by the authors' surnames and chronologically for multiple listings by identical authors. After alphabetizing, assign suffixes (a, b, etc.) after the date to distinguish two or more works by the same author or authors in the same year.

In all reference citations, notice that no commas are used between the author's last name and initials and that no periods are used after initials or journal abbreviations.

Journal article. Rosenkranz HS, Mermelstein R. 1983. All nitro-containing chemicals were not created equal. *Mutat Res* 114:217–267.

Book. Brain JD, Proctor DF, Reid LM, eds. 1977. *Lung Biology in Health and Disease*. Vol. 5, Respiratory Defense Mechanisms, parts 1 and 2, pp. 45–50. Marcel Dekker, New York, NY.

Chapter in book. Ultman L. 1988. Transport and uptake of inhaled gases. In: *Air Pollution, the Automobile, and Public Health* (Watson AY, Bates RR, Kennedy D, eds.). National Academy Press, Washington, DC.

Government document. U.S. Environmental Protection Agency. 1996. Review of the National Ambient Air Quality Standards for Particulate Matter: Policy Assessment of Scientific and Technical Information. EPA-452/R-96-013. Office of Air Quality Planning and Standards, Research Triangle Park, NC.

Proceedings. When citing proceedings or a presentation, include the name, city, and state of the sponsoring organization or publisher so a reader may obtain a copy of the material cited.

Vo-Dinh T, Miller GH. 1983. A new passive monitor for direct detection of PAH vapors. In: *Proceedings of the International Symposium on Polycyclic Aromatic Hydrocarbons*. October 26–28, 1983. Battelle Laboratories, Columbus, OH.

Web sites. Include dates to indicate both when the information was posted (or updated) and when it was accessed.

U.S. Environmental Protection Agency. 2001. Benzene (last updated 8/13/01). *www.epa.gov/iris/subst/0276.htm*. Accessed 6/12/02.

TABLES AND ILLUSTRATIONS

See also Guidelines for Electronic Art.

Tables. Each table should appear on a separate page at the end of the report. **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. Definitions or comments necessary to interpret the tables should be footnoted.

Figures. Each figure *with its caption* should appear on a separate page after the tables; if possible, place multiple panels of one figure on the same page. **Figures should be numbered sequentially in the order mentioned in the text**, and the caption should be complete enough for the illustration to be understood separately from the main text. Publication-quality print-outs and digital files of artwork should conform to the Guidelines for Electronic Art (see page 11).

We use color art sparingly. First, multicolor printing is expensive, and page layout for a printing press may place figures several pages away from the text discussion. Second, files with color images are very large and take a long time to open and download. Third, many readers print only black/white and color variations are lost. Therefore, please limit the use of color to photomicrographs of cells and tissues when black/white contrast is not enough and to maps in which color is essential (e.g., spatial distributions).

Permission to Reprint. If a figure or table is reproduced from another source, the Principal Investigator must obtain written permission from both the publisher and the original author and provide copies of the permission forms. The phrase “Reprinted with permission from Doe et al. 1985 and from John Smith Press” should be included as the last sentence of the caption.

If a figure or table is based on data from another source, permission from the author and publisher is not required, but you may want to notify the author as a courtesy. The phrase “Based on data from Doe et al. 1985” should be used as the last sentence.

Maps. If maps are not in the public domain, the Principal Investigator must obtain and submit written permission for reproduction. **Screen prints from Internet sources are of poor quality and usually have copyright restrictions.**

In the United States, public domain maps are available in digital format from the US Geological Survey. (See USGS Maps, Imagery and Publications at <http://www.usgs.gov/pubprod/>. The USGS guidelines for crediting their maps can be found at http://www.usgs.gov/visual-id/credit_usgs.html.) Also, many universities have a geography or geology department with the capability to create original maps. Professional mapmakers can be contacted through HEI if necessary.

ELECTRONIC TABLE FILES

- Tables may be in Microsoft Word or Excel.
- *Please insert the file name in the header or footer to show on each page.*
- **Each table must be in an individual electronic file.**
- **Tables embedded as graphics in Microsoft Word or PowerPoint are NOT acceptable.**
- **PDF files are NOT acceptable.**

GUIDELINES FOR ELECTRONIC ART

We encourage all investigators to call the Director of Publications (+1-617-488-2328) with questions or concerns about preparing graphics for the report.

Format for transmitting files. Figures must be submitted in PC electronic format on a CD. These should be accompanied by high-quality printouts of each figure. If the program allows, *please insert the file name in the header or footer to show on each page.*

Art source files. Original source program files are required.

- Line drawings and graphs may be submitted in EPS, TIF (with a resolution of at least 600 dpi), JPG, or original program formats such as Sigma Plot or Microsoft Excel.
- Grayscale images (such as photographs) should be submitted as TIF or JPG files (saved in IBM byte order) with a resolution of 300 dpi or higher.

UNACCEPTABLE FILE FORMATS

Illustrations embedded in MicroSoft Word or PowerPoint files.

PDF files.

JPG files made from PDF files.

Images saved as bitmaps (BPM).

Screen prints from the Internet are strongly discouraged because they are published with extremely low resolution. If one is needed, please supply the URL so that our graphics department can process the image to the highest quality possible.

Text sizing. Symbols, letters, and numbers in the art should be large enough to remain legible after reduction. With an 8.5 x 11 graphic, 11 point font size should be the minimum size. Symbols, letters, and numbers should be consistent in size and capitalization style throughout the report.

Font restrictions. Sans serif fonts, preferably Helvetica, should be used for lettering on all art. Use Post Script Type 1 fonts (included with many word processing and design programs) rather than TrueType fonts. If creating an EPS, save lettering in vector art “as text” or “as type” rather than “as curves” or “as graphics.”

USERS OF MICROSOFT WORD 2007

Because of changes Microsoft has made in the Word 2007 version, we cannot accept any files in the new .docx format. Users of Word 2007 should convert files to a format compatible with Word 2002 for PC.

Please also be aware that equations created with the default equation editor included in Word 2007 will be unacceptable even if the file is converted to a format compatible with earlier versions of Word. The conversion will render equations as graphics and prevent electronic printing. To get around this, please use the MathType equation editor or the Legacy equation editor that were included in previous versions of Microsoft Word and can be accessed in Word 2007.

REQUIREMENTS FOR SUBMITTING THE FINAL REPORT

Please include the Investigators' Report Submission Form (provided separately by the HEI Staff Scientist) signed by all authors.

See the following checklists for submission requirements and numbers of copies. Please send all materials to:

Health Effects Institute
101 Federal Street, Suite 500
Boston, Massachusetts 02110-1817

CHECKLIST FOR SUBMITTING THE *DRAFT FINAL REPORT*

Document Preparation

- ___ Sections of the report are all included and in this order:
 - ___ Title Page
 - ___ Table of Contents (which includes all heading levels)
 - ___ Abstract
 - ___ Introduction
 - ___ Specific Aims
 - ___ Methods and Study Design (including an Institutional Review Board statement)
 - ___ Statistical Methods and Data Analysis
 - ___ Results
 - ___ Discussion and Conclusions
 - ___ Implications of Findings
 - ___ Acknowledgments (optional)
 - ___ References Cited
 - ___ Appendices (optional)
 - ___ About the Authors
 - ___ Other Publications Resulting from This Research (if any)
 - ___ Abbreviations and Other Terms (with their definitions)
- ___ Tables (one per page)
- ___ Figures (one **with caption** per page)
- ___ All abbreviations are defined in the text at first mention and included in the Abbreviations and Other Terms section.
- ___ References are cited by author and year in the text, included in the list of References, and formatted in HEI style.
- ___ Pages are numbered throughout text, tables, figures, and appendices.
- ___ ***File name appears in header or footer of each file.***
- ___ **Files are in acceptable formats as defined above.**

Submission Materials

- ___ Electronic copies of all components (on CD).
- ___ **Printed copies must exactly match the files being submitted.**
- ___ **Twelve (12)** printed copies of the entire report—text, tables, figures, and appendices.
- ___ **One (1) of the twelve** should be **unbound**.
- ___ If figures include art such as **photomicrographs or blots** in which color is necessary for interpretation, include 12 additional color prints for outside reviewers (in some cases, we may ask for more). This does not apply to conventional photos (e.g., sampling stations, personal monitors), line art, or maps.
- ___ A completed Investigators' Report Submission Form (provided separately by the HEI Staff Scientist) signed by all authors.
- ___ A completed copy of this checklist.

CHECKLIST FOR SUBMITTING THE *REVISED FINAL REPORT*

Document Preparation

- ___ Ensure that ***all items on the checklist for the Draft Final Report are met again.***
- ___ In a *cover letter*, address
 - *changes made* to the report in response to the Committee's comments, and
 - *other responses* to the Committee's comments.
- ___ In all text, tables, and figures, *underline the changes made in response to the Committee's comments.*

Submission Materials

- ___ Electronic copies of all components (on CD), including the cover letter.
Printed copies must exactly match the files being submitted.
 - One (1) text file shows "**tracked changes**".
 - One (1) text file shows changes as "**accepted**".
- ___ **Four (4)** printed copies of the entire report—text, tables, figures, and appendices.
 - Two (2) show "**tracked changes**".
 - Two (2) show changes as "**accepted**".
 - One (1) of each** should be **unbound**.
- ___ A completed Investigators' Report Submission Form (provided separately by the HEI Staff Scientist) signed by all authors.
- ___ A completed copy of this checklist.

SUMMARY OF ELECTRONIC FILES NEEDED FOR PUBLISHING

**WE CANNOT BEGIN TO PREPARE YOUR REPORT FOR PUBLISHING
UNTIL THESE REQUIREMENTS ARE MET**

Text Files

- Files **must** be in Microsoft Word. [*Users of Word 2007: See instructions above.*]
- **Please insert the file name in the header or footer to show on each page.**
- **PDF files are NOT acceptable.**

Table Files

- Tables may be in Microsoft Word or Microsoft Excel.
- **Each table must be in an individual electronic file.**
- *Please insert the file name in the header or footer to show on each page.*
- **Tables embedded as graphics in Microsoft Word or PowerPoint are NOT acceptable.**
- **PDF files are NOT acceptable.**

Illustrations and Art Files

- **Original program files are required.**
- **Each figure must be in an individual electronic file.**
- If the program allows, *please insert the file name in the header or footer to show on each page.*
- Line drawings and graphs (vector art) may be submitted in EPS, TIF (with a resolution of at least 600 dpi), JPG, or original program formats such as Sigma Plot or Microsoft Excel.
- Grayscale images (such as photographs) should be submitted as TIF or JPG files (saved in IBM byte order) with a resolution of 300 dpi or higher.
- **Illustrations embedded in Microsoft Word or PowerPoint are NOT acceptable.**
- **PDF files and images saved as bitmaps (BPM) are NOT acceptable.**



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