

Submission Checklist

You can use the following checklist to prepare your submission although please be sure to read the manuscript submission guidelines for the journal to which you are submitting; the journal may have different requirements than what we outline and capture below.

Manuscripts not conforming to these guidelines may be returned to the author. This checklist is provided to help you prepare your submission and should not be submitted alongside your manuscript.

Preparing your manuscript for submission

My manuscript fits the Aims and Scope of the journal

My manuscript has been edited for grammar, spelling, consistency, and clarity

- Manuscripts across all journals are frequently returned when they are hard to read
- It also tends to take longer to find willing reviewers for manuscripts with language issues and therefore such papers tend to spend more time in peer review
- When in doubt, have someone proofread your manuscript or work with a language service such as **SAGE Author Services**

My manuscript is not being considered for publication elsewhere nor is it published elsewhere

- The article may be posted on a preprint server. Do not post an updated version of the paper on the preprint server while it is being peer reviewed in the journal to which you submit
- If a manuscript is based on a conference paper, the manuscript must be substantially developed from the original conference paper before it can be considered as a new submission

If applicable per the journal manuscript submission guidelines, I have properly anonymized my manuscript by removing any identifying information from the main document and including it on the Title Page instead

- This includes such items as funding declarations and Conflict of Interest statements that may contain revealing information
- Please also be mindful of revisions if you use track changes. Be sure to anonymize before resubmitting your paper after revision

My Title Page includes the following information:

The full article title

The full list of authors. Complete names and academic affiliations are required for all coauthors*

- **All listed authors must meet the criteria for authorship:**
 - Made a substantial contribution to the concept or design of the work; or acquisition analysis or interpretation of data
 - Drafted the article or revised it critically for important intellectual content
 - Approved the version to be published

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content

- When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship
- Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments (see below)
- Please refer to the **International Committee of Medical Journal Editors (ICMJE) authorship guidelines** and **Contributor Roles Taxonomy (CRediT)** for more information on authorship

Corresponding author contact information: name, institutional address, phone/fax, email

- The one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process

*The listed affiliation should be the institution where the research was conducted. If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript note at the end of the paper.

- Ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed (these duties may be delegated to one or more co-authors)
- The person who signs the publishing agreement on behalf of all of the authors and whose contact details are included on the article
- They should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication

Acknowledgments and credits

- All contributors who do not meet the criteria for authorship should be listed in the Acknowledgments. Examples include someone who provided purely technical help, or a department chair who provided only general support
- Individuals who provided writing or language assistance do not qualify as authors and should be included in the Acknowledgments. **Authors must disclose any writing assistance** — including the individual's name, company and level of input — and identify the entity that paid for this assistance. It is not necessary to disclose use of language polishing services

Grant numbers and/or funding information

- For guidance on the format of the acknowledgment text, please **click here**
- If no funding was provided, please include this statement: "This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors"

Conflict of Interest statement

- For guidance on conflict of interest statements, please see the ICMJE recommendations
- If no conflict exists, please include this statement: "The Author(s) declare(s) that there is no conflict of interest"

Main Document (anonymized, if applicable)

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My manuscript follows the word limit and table/figure limits for its specified manuscript type

My manuscript follows the required styling, i.e. margins, font, size, etc.

My manuscript is in Word or LaTeX format. **LaTeX templates available here**

My manuscript includes the sections outlined in the manuscript submission guidelines

I have used headings and subheadings as outlined in the manuscript submission guidelines to organize the content of my manuscript, for instance Abstract, Introduction, Materials & Methods, Results, Discussion, and Conclusion

I spent time carefully crafting and writing the abstract to increase the likelihood of reviewers agreeing to look at my paper and have followed any specific manuscript submission guidelines in how the abstract should be structured

My manuscript follows the relevant **EQUATOR Network reporting guidelines**, depending on the type of study. The **EQUATOR wizard** can help identify the appropriate guideline

Clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrollment. The trial registry name and URL and registration number are included at the end of the abstract

Any medical research involving human subjects was conducted according to the **World Medical Association Declaration of Helsinki**

If my manuscript reports animal and/or human studies, the methods section includes relevant Ethics Committee or Institutional Review Board approval, including the full name and institution of the review committee, and the approval number

If my manuscript reports on human studies, the methods section includes participant informed consent information, including whether informed consent was written or verbal. If informed consent was verbal, information on how consent was recorded is included

If my manuscript reports on individual cases or case series, a statement regarding informed consent is included in the manuscript text. The statement notes that written, informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative. Please do not submit the patient's actual written informed consent with your article, as this breaches the patient's confidentiality. The confirmatory letter may be uploaded with your submission as a separate file

In-text citations conform to the journal's referencing style, for example they include the authors and year of publication if using Harvard style, or Arabic numbers in superscript or brackets if using Vancouver

Every in-text citation has a corresponding citation in the reference list and each reference list citation has a corresponding in-text citation. Corresponding citations have identical spelling and year

Each table has a clear and concise title. When appropriate, the title explains an abbreviation parenthetically (e.g., Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC))

All figures are numbered consecutively in the order in which they appear in the text — they will appear in the published article in the order they are numbered

All figures include figure captions

Figure resolution is 300 dpi. **Read more on figure/image preparation here**

Appendices are lettered to distinguish them from numbered tables and figures

Appendices each have a descriptive title (e.g., “Appendix A. Variable Names and Definitions”)

I have cross-checked the text for accuracy against the appendices

My references are formatted according to the style as outlined in the manuscript submission guidelines

My supplementary material (if applicable) are one of the **accepted file types**

What you will need to submit your manuscript

Files: At a minimum, your (anonymized, if applicable) main document, formatted using the checklist above and that as outlined in the manuscript submission guidelines, and Title Page with all identifying information, as instructed above

- Be mindful of the order you upload your files; they will be presented to the reviewers in that order (i.e., don't upload your figures before the main document)

Optional files: figures, images, supplementary files, etc.

Keywords

Complete list of authors, with their institutional affiliations. See above for more information on what constitutes authorship

- The author information you enter via the submission system at submission must exactly match what is included on your Title Page, including full names, academic affiliations, and corresponding author contact details

The corresponding author will need an ORCID ID. You can **sign up here** in a matter of seconds

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Funder information: Name, grant/award number

The number of figures, tables, and words in your manuscript; you are responsible for checking the word limit/reference limit of the journal, as failure to adhere to such limits may lead to the paper being denied consideration

Conflict of Interest statement

You will be asked to indicate if the project was sponsored or funded and if so, by whom

If you have posted your manuscript to a preprints server, you will be asked to supply the DOI (this does not prohibit submission, but no changes should be made to the preprint version while your manuscript is under evaluation)

*This checklist is provided to help you prepare your submission. It should **not** be submitted along with your manuscript*

Please check the manuscript submission guidelines for the journal to which you are submitting for all the full list of requirements. Before submitting you will be asked to generate and check your PDF proofs. Please take the time to carefully look through the proofs ensuring that all figures, formulas, and equations have converted properly/not been scrambled. If not spotted this may lead to delays when the paper is sent to reviewers.