# HPHR

**Essay/Evidence-based Piece**
**(Word Limit: Typically No More than 1,000 words)**

The guidelines listed below differ slightly from the online [Submission Preparation Guidelines](#) (HPHR.org/hphr-submission-preparation/) for the rest of HPHR's submissions. Please follow the instructions here and email [mhanthologyhphr@gmail.com](mailto:mhanthologyhphr@gmail.com) with any questions.

**Description**: Essays and evidence-based pieces are researched, well-cited, written works about a topic related to mental health and inequities in the field of public health. These pieces typically are no more than 1,000 words.

**Document Format**: Name all submissions as follows: "**ANTHOLOGY_[Title]**." Submissions must be Word documents; number all pages and use 12-point Times New Roman font. Do not submit PDFs or use line numbers.

**Language**: HPHR requires non-discriminatory language to be used at all times. Defamatory language of any kind directed toward persons and/or institutions is not permitted. This includes any and all terms that are commonly considered sexist, heterosexist, racist, homophobic, transphobic, and xenophobic.

**Checklist**: Use the following template to ensure your submission includes all required elements*:

◊ **Cover Letter***

◊ **Anthology Category*** (Gender, Sexual Orientation, Race/Ethnicity, Age, Socioeconomic Status, or Migrant Status)

◊ **Title***

◊ **Author List and Affiliations*** (Author Name, Institutional Affiliation, [ORCID ID](#) (if applicable)

◊ **Corresponding Author Contact Details***

◊ **Keywords***

◊ **Abstract***

◊ **Introduction***

◊ **Main Text***

◊ **Conclusion***

◊ **References***

◊ **Acknowledgements**

◊ **Disclosure Statement***

◊ **Figures and Tables**

◊ **Other Photographs, Images, etc.**

◊ **Individual Author Biographies***

**Cover Letter**

Your submission should include a brief cover letter that details:

- The submission type (creative work or essay/evidence-based piece).

- Submission word count (main-text only, excluding References, Figures, Tables, etc.).

- The anthology category to which it belongs (Gender, Sexual Orientation, Race/Ethnicity, Age, Socioeconomic Status, or Migrant Status).

- All named authors who have contributed to the submission and who grant HPHR permission to review and (if selected) publish their work.

- Indicate the name, address, and email of the corresponding author.

- Disclosure statement (i.e., indicating whether any of the authors have personal, commercial, or financial interests that are relevant to the research and opinions represented in the work submitted to HPHR).

- Attestation that the manuscript is not currently under consideration by another publication and/or has not previously been published elsewhere.

- A brief description of the background and relevance of the manuscript to public health.

- IRB statement, as appropriate (IRB Protocol number or statement of exemption).

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**Essay/Evidence-based Manuscript Elements**

**Designate the anthology category for which this piece should be considered**: (Gender, Sexual Orientation, Race/Ethnicity, Age, Socioeconomic Status, or Migrant Status). If the piece is intersectional, please select the single, most relevant category.

**Title**: Insert **title** here.

**Author List and Institutional Affiliations**: Insert the following full **author list** here. For each author, provide:
- Author First Name, Middle Name (if applicable), Last Name
- Author Institutional Affiliation
- Author [ORCID ID] (if applicable)

*Example*:
Dr. Bill Bips, PhD, Harvard University
ORCID ID: (if applicable)

**Corresponding Author Information**: Indicate name, affiliation, and contact information for the corresponding author.

**Keywords**: Include **keywords** for your manuscript, separated by commas, here (i.e., public health, youth, Black/African American, etc.) There should be at least two and no more than six key words. Please do not use hashtags (#).

**Abstract** (unstructured): Word limit 300 words. Paste your abstract paragraph here.

**Introduction**: Paste your introduction here.

**Main text**: Paste the main text of your article here.

**Conclusion**: Paste your concluding paragraph(s) here.

**References**: All references must be prepared and submitted according to the [American Medical Association (AMA) Style Guide]. (Visit the AMA Manual of Style online: https://www.amamanualofstyle.com/; download [a guide here] or here: tinyurl.com/AMAGuide-HPHRprep).

AMA uses **endnotes with superscript Arabic numerals outside periods and commas**, but inside colons and semicolons.

I like this paper.[1]

In the endnotes, the reference will appear as follows:
1. Compston A. Papers I liked. *The Lancet*. 2008;372(9648):1502-1517.

**Acknowledgements**: Paste your acknowledgements here (including any funding that the work may have been financially supported by), if applicable.

**Disclosure Statement**: Paste any disclosures of competing interests/conflicts of interest here. If the authors do not have anything to disclose, please paste the following statement, "The author(s) have no relevant financial disclosures or conflicts of interest".

## Figures & Tables

- **Figure 1.** Type figure legend here and paste figure above the legend. Legends should not be part of the design, but kept as editable text in the document. <insert page break here if including additional figures>

Additional notes about Figures:

- Figures are to be placed on separate pages of the article file with legends placed below each figure.
- Figures should be at least 300 DPI, submitted as JPEG, PNG, EPS, or SVG files.
- Figures ideally should be submitted with a transparent background.
- Figures should be titled consecutively according to the order they appear in the text.
- Titles are to appear above the figure, in bold, Times New Roman, 12 point font.
- Legends are to appear directly after the image, single-spaced, in Times New Roman, 12 pt font.
- Titles and legends should NOT be part of the image, but inserted as text in the document, above and below the figure image, respectively.
- Text within figures should be single-spaced, in Times New Roman, 10 point font.

- **Table 1.** Type table title here and paste table below the title. If including table legend, paste below the table. DO NOT INSERT IMAGES OF TABLES. <insert page break here if including additional tables>

Additional notes about Tables:

- Tables are to be placed at the end of the submission, as indicated in the template.
- Tables should be created using Word (please do not submit them as images).
- Tables are to be numbered consecutively according to the order of citation in the text.
- Titles are to be set above the table in bold Times New Roman, 12 pt font.
- Table text and data are to be set in Times New Roman, 10 pt font, single space.
- Legends are to be included below in non-bold Times New Roman, 8 pt font, and single-spaced.
- **DO NOT** submit tables as images.

## Other Images/Media and Photographs
Non-figure images and photographs appear here.

Images and other media that are not part of figures may be submitted as follows:

- Images should inserted on separate pages of the manuscript.
- Image files should be at least 300 DPI, submitted as JPEG, PNG, EPS, or SVG files.
- Images ideally should be submitted with a transparent background.
- Images should be titled consecutively according to the order they appear in the text.
- Titles are to appear above the figure, in bold, Times New Roman, 12 point font.

- Legends are to appear directly after the image, single-spaced, in Times New Roman, 12 pt font.
- Titles and legends should NOT be part of the image, but inserted as text in the document, above and below the figure image, respectively.
- Text within figures should be single-spaced, in Times New Roman, 10 point font.

For photographs:

- *HPHR* requires written permission or a signed waiver form for all images depicting individuals, except in the case of crowd scenes or when persons are not identifiable.
- If selected for publication, *HPHR* will require copies of all permissions paperwork; photographs must be submitted as PNG or TIFF files of 300 DPI or higher.

**About the Author(s)**: Please include a third-person biography for each author, as follows:

*Example*:
**Dr. Bob Smith, MD**
Dr. Bob Smith is a professor in the Psychology Department at Harvard University. His research areas include xxxxx and xxxx. He received his formal training at Yale University.