**Atypical Article  
(Word Limit: Typically No More than 1,000 words)**

**Description**:Atypical Articles are unique, creative articles (such as research protocols, essays, poems, policy memos, ethical treatises, etc.) related to the field of public health. These pieces typically are no more than 1,000 words.

**Document Format**: Submissions must be Word documents; number all pages and use Times New Roman font. Do not submit PDFs or use line numbers. Visit BCPHR’s online [Submission Preparation Guidelines](http://hphr.org/hphr-submission-preparation) (BCPHR.org/BCPHR-submission-preparation/) for additional details on formatting (font, point sizes, page numbering); language, tables, images and other media, figures, tables, photographs, and style.

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

* **Cover Letter**
* **Edition Selection(s)**
* **Title**
* **Author List and Affiliations (**Author Name, Institutional Affiliation, [ORCID ID](https://info.orcid.org/what-is-my-id/) (if applicable)
* **Corresponding Author Contact Details**
* **Keywords**
* **Abstract** (Preferred: Introduction, Methods, Results, Discussion, Conclusion)
* **Introduction**
* **Methods**
* **Results**
* **Discussion**
* **Conclusion**
* **References**
* **Acknowledgments**
* **Disclosure Statement**
* **Figures and Tables**
* **Other Photographs, Images, Videos, Media, etc.**
* **Individual Author Biographies**

**Cover Letter**  
Your submission should include a brief cover letter that details:

* The submission type (i.e., original research article, review article, etc.).
* Submission word count (main text only, excluding References, Figures, Tables, etc. ).
* The edition to which it is being submitted (see below).
* All named authors that have contributed to the submission, and grant BCPHR 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 BCPHR).
* 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)

**Atypical Article Manuscript**

**Designate the edition(s) for which this piece should be considered. If you are not sure, select “Edition – Other”.**

**Designate the edition(s) for which this piece should be considered. If you are not sure, select “Edition – Other”.**

* [Edition 36 – Maternal and Child Health](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-MCH.pdf)
* [Edition 37 – Immigration](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-Immigration.pdf)
* [Edition 38 – Anniversary of HIV](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-HIV.pdf)
* [Edition 39 – Health Communication and Education](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-Comm.pdf)
* [Edition 40 – Public Health Entrepreneurship & Innovation](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-Innovation.pdf)
* [Edition 41 – Global  Food and Nutrition](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-Global.pdf)
* [Edition 42 – LGBTQIA+ Health](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-LGBTQIA.pdf)
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* [Edition 44 – Disability & Public Health](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-Disability.pdf)
* [Edition 45 – Artificial Intelligence & Public Health](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-AI.pdf)
* [Edition 46 – Sexual and Reproductive Health](https://harvardpublichealthreview.org/wp-content/uploads/2021/09/HPHR-SexRepr.pdf)
* Edition – Other

**Submission Checklist for Authors**

Ensure the following before submitting your manuscripts for publication:

**Manuscript Formatting**

* **The .docx file**: The manuscript is the final, copyedited version.
  + **Note**: All copyediting and proofreading should be completed before submitting for typesetting.
* **Headers and Sub-headers**: Created using [Word’s style tool;](https://support.microsoft.com/en-us/office/add-a-heading-3eb8b917-56dc-4a17-891a-a026b2c790f2) do not end with colons or periods.
* **Figures and Tables**:
  + Figure/table notes should be placed immediately before or after the figure or table.
  + Tables must be created using [Word’s table tools](https://support.microsoft.com/en-us/office/insert-a-table-a138f745-73ef-4879-b99a-2f3d38be612a#:~:text=For%20a%20basic%20table%2C%20click,convert%20it%20to%20a%20table.) (do not submit images of tables).
* **Images**: Insert each image as a JPEG/JPG, or PNG file into the .docx document.
* **Equations**: Built using [Word’s equation builder](https://support.microsoft.com/en-us/office/write-an-equation-or-formula-4f799df7-4ca4-4670-afd3-6135768b01d0).
* **Footnotes and Numeric Citations**: Positioned correctly—after periods and commas, before colons and semicolons.
* **References**: Labeled either “References” or “Works Cited.”
  + URLs in References must begin with “http://” or “https:/”.

**Sample Manuscript Structure**

**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. Number 1 Should be the corresponding author.
* Author Institutional Affiliation
* Author [ORCID ID](https://info.orcid.org/what-is-my-id/) (if applicable)

***Example***:

First Author1, Second Author2

1 University of Chicago, Department of Sociology, ORCID ID

2University of California, Los Angeles, Department of Anthropology, ORCID ID

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

**Keywords**: Include **keywords** for your atypical article, separated by commas, here (i.e., public health, chronic disease, obesity, etc.) There should be at least two and no more than six key words. Please do not use hashtags (#).

**Abstract** (structured): Word limit 300 words, excluding headings.

Background

Methods

Results

Conclusion

**Introduction**

Paste your introduction here.

**Methods\***

Paste your materials and methods section here. If applicable, you may wish to include subheadings.

\*Note: a Methods section is only required if review is systematic (with or without meta-analysis), but NOT required if submitting narrative review.

**[Sub-sections, title appropriately]**

Paste the sub-sections of your review here.

**Conclusion**

Paste your concluding paragraph(s) here.

**Figures:**

* **Format**: Figures must be in JPEG/JPG or PNG format and included in the main article body.
  + **Note**: We do not convert file types or redraw figures.
  + **Sub-parts**: Figures with sub-parts should be labeled as a single figure.
  + **Size**: Minimum width of 1080 pixels.
  + **Titles and Descriptions**: Included in the manuscript (not embedded in the image).
  + **Example**:
    - *Figure 1. Title of Figure 1.*
    - Notes on the figure.

For photographs:

* *BCPHR* requires written permission or a signed waiver forms for all images depicting individuals, except in the case of crowd scenes or when persons are not identifiable.
* If selected for publication, *BCPHR* will require copies of all permissions paperwork; photographs must be in JPEG/JPG or PNG format and included in the main article body with minimum of 1080 pixels

**Tables:**

* **Tables** must be embedded inside the article and created using Word’s table tools.
  + Use only ordered/unordered lists within cells (no line breaks, tabs, or spaces).
  + Symbols indicating statistical significance should appear in the same cell as the value.
  + Highlight values using boldface, italics, or a single color of shading.
  + **Table Titles**: Descriptive and numbered consecutively.
  + **Footnotes**: Placed below the table.
  + **Example**:
    - *Table 1. Title of Table 1.*
    - Notes on the table.

**Videos:**

* **Videos** must be hosted on YouTube and linked within the manuscript.

**Footnotes:**

* Footnotes must be formatted as actual footnotes in the document to ensure proper conversion during typesetting (not styled paragraph text).

**References**: All references must be prepared and submitted according to the [American Medical Association (AMA) Style Guide](https://nwtc.libguides.com/c.php?g=49024&p=315498)

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

***Example***:

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.

**Acknowledgments**: Paste your acknowledgments 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**

**-Maximum three (3) tables accepted**

**-Maximum three (3) figures accepted**

- **Figure 1. Insert figure in intended location in the document.** Type figure legend and paste figure above the legend. Legends should not be part of the design, but kept as editable text in the document.

*Additional notes about Figures:*

● Figures should have a minimum width of 1080 pixels, submitted in JPEG, JPG, or PNG file format.

● Figures should be included in the main article body, not as separate files. A title and description of each figure should be included in the manuscript.

● 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 non-bold 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 pt font.

- **Table 1. Insert Table in intended location in the document**. Please create Tables using Word’s table tools. Type table title and paste table below the title. If including a table legend, paste below the table. ***Do not insert images of tables***.

*Additional notes about Tables:*

● Tables are to be numbered consecutively according to the order of citation in the text.

● Tables must be editable and be created using Microsoft Word’s table builder.

● 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 the table, single-spaced, in non-bold Times New Roman, 12 pt font.

● Please do not use multiple colors of shading, underline, or font size to highlight values in tables. Color should be not used to indicate meaning.

**Other Photographs, Images, Video, Media, etc.**

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

● Image files should be at least 1080 pixels, submitted as JPEG, JPG or PNG 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 pt 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 pt font.

*For Videos:*

● Videos must be hosted on YouTube. Please provide YouTube links for all videos. Authors must own and/or have permission to use links in published material.

*For Photographs:*

● *BCPHR* requires written permission or a signed waiver forms for all images depicting individuals, except in the case of crowd scenes or when persons are not identifiable.

● If selected for publication, *BCPHR* will require copies of all permissions paperwork.

*For Equations:*

● Equations should be built using [Word’s equation builder.](https://support.microsoft.com/en-us/office/equation-editor-6eac7d71-3c74-437b-80d3-c7dea24fdf3f)

*Supplementary Files:*

· Attach supplementary files you would like your journal's readers to be able to download. For any file type off the beaten path (e.g. .py, .js) we recommend uploading it as a .zip file.

**About the Author(s)**: Please include a third-person biography for each author (100 words max), as follows:  
  
 ***Example***:

**Dr. Katina Rodriguez, MD**Dr. Katina Rodriguez is a professor in the Psychology Department at Loma Linda University. Their research areas include xxxxx and xxxx. They received their formal training at California State University, Pomona.

**Reasons for Manuscript Return Before Publication:**

1. Tables are not properly formatted.
2. Figures are uploaded separately instead of included in the article.
3. Unresolved track changes.
4. More than five cited works missing from the reference list.