***BCPHR Journal* Revise & Resubmit Author Guidelines/Template**

**Submitting Your Revised Article**

BCPHRis pleased to invite you to submit a revised version of your article based on peer-review feedback. To be considered further for publication, we request that you review and incorporate the comments from the reviewers and editorial staff and resubmit your manuscript to BCPHR by the deadline indicated in the decision email you have received.

Materials are accepted via BCPHR’s editorial platform, [Scholastica](https://hphr.scholasticahq.com/) (<https://hphr.scholasticahq.com/>). **Please submit your revised article files on Scholastica as an *update* to your original submission under the “Manuscript Details” page.** (Do not re-submit your revised article as a new submission). See screenshot example below:



In addition, please **notify your Editor that you have uploaded your revised materials using “Discussions” on Scholastica**. See screenshot example below:

 

Revisions will generally be reviewed within a few weeks of submission. Please contact us via email (editorial@hphr.org) if you have any questions about the revise and resubmit process.

**Formatting and Re-submitting Your Revised Article**

Please adhere to the following guidelines when submitting your revised manuscript and include:

* Your point-by-point response to each reviewer comment (see **pages 3-4** of this document for our required template). You may consolidate all of your responses into a single document. Some reviewers upload a markup of articles for authors. Please be sure to respond to any comments noted in the markups and incorporate all language changes.
* Two versions of your revised article:

	+ **(1)** A **marked-up copy** using Microsoft Word’s track changes (to indicate all changes made to the text), which will be used for editor purposes; and **(2)** A **“clean” un-marked copy** that has all changes “accepted,” which will be used by production should your manuscript be accepted.
	+ Note: The two copies of your article should be identical and both copies should include all requested revisions. The “clean” copy should still contain all revisions reflected in the marked-up version, just with tracked changes “accepted.” Please include the term “revised” in your title and also include the date.
	+ Please take this time to **ensure all references are formatted in [AMA style](https://www.amamanualofstyle.com/)**. There are free reference managers (e.g., Mendeley or Zotero) that offer AMA reference formatting.

These 3 document files (response to all reviewer comments, manuscript revisions “tracked”, and manuscript revisions “clean”) should be submitted as separate Word documents to Scholastica.

**BCPHR Revise & Resubmit Author Response Template**

Revisions should include the response to all reviewer and editor comments detailing changes and explaining how each reviewer point has been addressed. Please copy-paste each reviewer comment into the template below and describe where modifications were made in your article. Please specify all sections of the paper (i.e., using page numbers and/or specific quotations) where changes have been made in response to reviewer comments. Note: **please repeat the process for each set of reviewers’ feedback** (i.e., if you received feedback from 2 reviewers, you should copy paste this template again and indicate “Reviewer 1” and “Reviewer 2” in order to address and respond to each review separately).

We look forward to reviewing your revised manuscript and encourage you to reach out if you have questions during the revision process. Thank you for submitting your work to *BCPHR*!

**Open response questions**

Is the content of this article appropriate for this journal, e.g. covers health equity, public health, social justice, and/or intersection of these topics?

Copy-paste the reviewer feedback here.

**Author response: type your rebuttal in bold font below their feedback here.**

What is the clarity and coherence of the author's(s') argument(s)? Quality of empirical evidence? Balance?

Copy-paste the reviewer feedback here.

**Author response: type your rebuttal in bold font below their feedback here.**

Discuss the piece's implications for research, policy, and/or practice.

Copy-paste the reviewer feedback here.

**Author response: type your rebuttal in bold font below their feedback here.**

Comments to Author/Points the author should consider to strengthen the article.

Copy-paste the reviewer feedback here.

**Author response: type your rebuttal in bold font below their feedback here.**