**Research Letters**

**Description**:Research Letters are brief articles detailing original research in progress that are 750 words or less (excluding References, Figures, and Tables).

**Document Format**: Submissions must be submitted in Word doc format, using Times New Roman, 12 pt font, with page numbers. **Do not submit as a PDF or use line numbers**. Please visit BCPHR’s  [Author Hub](https://bcphr.org/author-hub)  for further instructions and details on formatting, language, figures, tables, images and other media, photographs, and style. **Manuscripts that *do not* follow this template *will be desk rejected*.**

**Checklist**: Please use this template to format your submission, ensuring that it includes all elements:

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* **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**
* **Author Positionality**
* **Keywords**
* **Abstract**
* **Introduction**
* **Methods**
* **Results**
* **Discussion**
* **Conclusion**

* **References**
* **Acknowledgments**
* **Disclosure Statement** (conflicts of interest, ethical approval, informed consent, funding)
* **Figures and Tables**
* **Other Photographs, Images, Video, Media, etc.**
* **Individual Author Biographies**

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

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* 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)

**Research Letter**

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

**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
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***Example***:

Dr. Bill Bips 1, Mary Wallace 2

1 Harvard University, Department of Health, ORCID ID

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

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

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

**Positionality:** In an effort to foster greater transparency and self-awareness in research, BCPHR requires all authors to include positionality statements in their submissions. These statements will provide insights into the authors’ backgrounds, perspectives, and potential biases, enabling readers to better understand the context and motivations behind the research.

**Abstract**

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

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**References**: All references must be prepared and submitted according to the [American Medical Association (AMA) Style Guide](https://owl.purdue.edu/owl/research_and_citation/ama_style/index.html).

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.

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**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.

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**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 xxx and xxx. They received their formal training at California State University, Pomona.