**Review Articles
(Word Limit: Generally 500-3,000 words)**

**Description**:Review Articles may be systematic (with or without meta-analysis) or narrative, and must address a specific question or issue relevant to public health. Preferred length is 500-3,000 words.

**Document Format**: Visit BCPHR’s online [Submission Preparation Guidelines](http://hphr.org/hphr-submission-preparation) (BCPHR.org/hphr-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 this template to format your submission, ensuring that it includes all 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.).
* Article 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 whom 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)

**Review Article Manuscript**

**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
* Author [ORCID ID](https://info.orcid.org/what-is-my-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 review 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

Purpose of Review

Recent Findings

Summary

**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.

**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). (Visit the AMA Manual of Style online: <https://www.amamanualofstyle.com/>; download [a guide here](https://hphr.org/wp-content/uploads/2021/09/AMACitationGuide.pdf) or here:

[tinyurl.com/AMAGuide-BCPHRprep](http://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.

**Citation Examples**:

* Compston A, Coles A. Multiple sclerosis. The Lancet. 2008;372(9648):1502-1517.
* Silverstein A, Silverstein VB, Nunn LS. *Cancer*. Minneapolis, MN: Twenty-First Century Books; 2006.
* Drake AJ, Smith A, Betts PR, et al. Type 2 diabetes in obese white children. *Arch Dis Child*. 2002;86(3), 207-208. https://pubmed.ncbi.nlm.nih.gov/11861246. Accessed April 5, 2015.

**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**

* **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.
* You may submit videos or GIFs as well.
* 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—with the exception of video. (Please indicate video title and upload as a separate file.)

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.
* You may submit high-resolution video or GIFs as well. Do embed these in the document; but submit them separately.
* 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:

* *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 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.