**Supplements**

**Description**: BCPHR invites institutions to publish their research in one area. Supplements are collections of papers that deal with a specific research endeavor that will be published as part of a regular issue.

**Categories of Supplements:** Supplements are divided into three categories based on the number of articles encompassed in each. To ensure diversity of content in each supplement, we have listed the types of manuscripts required for each category. Please contact us directly if you wish to include dedicated video and audio submissions.

***Category 1: 5 manuscripts***
~ 2 research articles (max 2,000 words)

~ 1 commentary (max 1,000 words)

~ 1 methods (max 1,000 words)
~ 1 policy article (max 1,000 words)

 ***Category 2: 6-10 manuscripts***

~ 6 research articles (max 2,000 words)

~ 2 commentary (max 1,000 words)

~ 1 methods (max 1,000 words)
~ 1 policy article (max 1,000 words)

 ***Category 3: 11-15 manuscripts***
~ 8 research articles (max 2,000 words)

~ 3 commentary (max 1,000 words)

~ 2 methods (max 1,000 words)
~ 2 policy article (max 1,000 words)

**Please Note:** All supplements should be submitted to Scholastica with notation of “Supplement” as part of the title line.

**Checklist**: Use this template to format your submission, ensuring that it includes:

* **Cover Letter** (to be submitted on Scholastica)
* **Articles** (as delineated by the supplement category chosen)
* **References**
* **Acknowledgements** include funding if work was financially supported (if applicable)
* **Disclosure Statement**: Please disclose competing interests/conflicts of interest. If the author(s) do not have anything to disclose, please paste the following statement, “The author(s) have no relevant financial disclosures or conflicts of interest”.
* **Individual Author Biographies(s)** (~*100 words)*

**Formatting**:

Pieces must be submitted in Word, in Times New Roman font with page numbers. 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); language, tables, images and other media, figures, photographs, and style.

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

* The submission type (i.e., supplement)
* Word count (main-text only, excluding References, Figures, Tables, etc.)
* All named authors that have contributed to the submission, and grant BCPHR permission to 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 manuscripts are 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 supplement to public health

**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.

***Figures & Tables:***

**Figure:**

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 be at least 300 DPI, submitted as JPEG, PNG, EPS, or SVG files
* Figures are to be placed on separate pages with legends placed below each figure
* You may submit video 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 pt font
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* Text within figures should be single-spaced, in Times New Roman, 10 pt font

**Table:**

Type table title and paste table below the title. If including table legend, paste below the table. Please **DO NOT** insert images of tables.

Additional notes about Tables:

* Tables are to be placed at the end of the submission
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* Table text and data are to be set in Times New Roman, 10 pt font, single space
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* 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 of Psychology at Harvard University. His research areas include xxxxx and xxxx. He received his formal training at Yale University.