**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.

**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:

* **Cover Letter** (please see downloadable letter here: [Submission Preparation Guidelines](http://hphr.org/hphr-submission-preparation))
* **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**
* **Structured** **Abstract** (Preferred format: Introduction, Methods, Results, Discussion, Conclusion)
* **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:

* 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.
* 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)

**Supplement**

**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 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** (structured) - word limit: 300 words, excluding headings

* Background
* Methods
* Results
* Discussion
* Conclusion

**Introduction:** Paste your introduction here. If applicable, you may wish to include subheadings. If included, please ensure headers and sub-headers do not end with colons or periods.

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

**Results**: Paste your results here. If applicable, you may wish to include subheadings.

**Discussion**: Paste your discussion here. If applicable, you may wish to include subheadings.

**Conclusion**: Paste your concluding paragraph 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).

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.
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* Legends are to be included below the table, single-spaced, in non-bold Times New Roman, 12 pt font.
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Images and other media that are not part of figures may be submitted as follows:

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*Supplementary Files:*

* Attach supplementary files you would like readers to be able to download. For any uncommon file type (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 xxx and xxx. They received their formal training at California State University, Pomona.