

Journals Library Editorial Criteria Checklist

Your final publication must meet all of the editorial criteria listed below in order for it to be accepted for editorial review. The lead author should complete the checklist and upload it to the Management Information System (MIS) when submitting the final publication.

PGfAR authors should submit their publication and accompanying documentation as directed by their CCF contact.

Each section below details the type of publication that each requirement is relevant to (though if in doubt please

contact the editorial off requirement.	fice). A link to furth	ner guidance in the <u>Information for Authors</u> is provided with each			
NIHR reference:		Research programme:			
Title of manuscript:					
Forms (please confirm that	you have included the	e relevant forms in the submission of your report)			
ICMJE Uniform Disclos A form has been submitted		ntial Conflicts of Interest	Yes		
Order of Authors Agree Please ensure all authors ar as all authors are listed on e	re listed on the form in	n the order they appear on the title page. We can accept multiple forms as long	Yes		
Permissions Checklist Needs to be completed and submitted even if no permissions are required.					
Reporting guidance					
•		sured you've followed the appropriate reporting guidelines? es, not as part of the main manuscript, or within the appendices.	Yes		
Editorial Requirements					
ink to guidance	Manuscript type	Required			
<u> Fitle page</u>	ALL	Full and accurate manuscript title, detailing the study type Yes			
Author List	ALL	Author names and institutions separately with a superscript reference number indicating which Author belongs to which Yes institution.			
		Has a Group been named as an author of the manuscript? Yes	N/A		
<u>Authorship</u>	ALL	If yes, have the group members been listed in Appendix 1 (if			

	Extended Research Articles only	List of Tables, List of Figures, List of Boxes, and list of Supplementary material(s) (if applicable)	Yes	N/A
<u>List of Abbreviations/</u> <u>Glossary</u>	ALL Abbreviations list and Glossary (if applicable).		Yes	
Plain language summary	ALL	300 words maximum	Yes	
Scientific summary	Extended Research Articles / PGfAR only Extended 7,400 words maximum Not required for Research Articles or Synopsis		Yes	
Main Body				
Word count	ALL	Research Article: Maximum word count of 8,000 words in the main body of the manuscript Synopsis: Maximum word count of 15,000 words in the main body of the manuscript Extended Research Article: Maximum word count of 50,000 words in the main body of the manuscript Programme Grants for Applied Research: Maximum synopsis (main body) word count of 15,000 words	Yes	
Reporting patient and public involvement	ALL	Page numbers in the manuscript where patient and public involvement in the research is explained (please also state if no applicable):	t	
Equality, Diversity, and Inclusion	ALL	The paper contains a separate section reporting on Equality, Diversity, and Inclusion as a subheading with the discussion of the paper (include page number)		
<u>Conclusions/ future</u> <u>research recommendations</u>	ALL	Clear conclusions and recommendations for future research	Yes	
Tables and Figures			Yes	
I have read and actioned the <u>Table, Figure and Boxes requirements</u> for NIHR Manuscripts.				
No more than a combined total of 50 tables or figures in the main body of the report. If more than 50 tables or figures are relevant to the report, these can be added to the appendices.				
Tables and figures are numbered consecutively, not by chapter and appendix. The numbering of tables and figures continues through the appendices.				
In-text references present v numbered tables and figure:		ody of text (chapter 1 and the Additional Information) for all	Yes	
Tables in an editable format			Yes	
Artwork Preparation: Illustra	ations or photogi	raphs of sufficient quality	Yes	
Manuscript-specific requireme	ents			
Economic Evaluations	Economic evaluations	Does the manuscript satisfy the 'Consolidated Health Economic Evaluation Reporting Standards (CHEERS) statement', if appropriate?	Yes	N/A
Programme Grants for Applied Research	PGfAR	Short abstract (300 words maximum) for each chapter if this is appropriate	Yes	
Programme Grants for Applied Research	PGfAR	The manuscript contains a Research Pathway Diagram	Yes	
Programme Grants for Applied Research	PGfAR	The manuscript contains a Research Summary	Yes	
Additional Information Section	1			
Disclosure of Interest statement	ALL	Authors' deemed primary conflicts of Interest added to the Disclosure of interest statement. (list of primary conflicts can be found here).	Yes	
CRediT Statement	ALL	Includes the contributions of each author.	Yes	
Patient Data statement	ALL	If your manuscript contains patient data which is routinely collected by the NHS, please include a statement on patient data.	Yes	N/A
Data Sharing Statement	ALL	Contains Data Sharing Statement.	Yes	
Ethics Statement	ALL	Contains ethics statement (name of the ethics committee, date of approval, and reference number).	Yes	

<u>Information Governance</u> Statement	ALL	Contains Information Governance Statemen	nt		Yes	
List of publications	ALL Except Research Articles	Full list of publications, conference papers, seminars etc. resulting from this study.				N/A
References and Appendices						
<u>References</u>	ALL	References in Vancouver style with superscr without brackets (No references in the scien abstract[s])	-		Yes	
		Last access dates for all URLs (excluding DO	ls).		Yes	
Appendices	ALL	Maximum of ten appendices included at the end of the manuscript.			Yes	
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Did the original version of th academic-in-confidence (AIC		ain any commercial-in-confidence (CIC) and/or		Yes	No	
If yes, the authors have either stripped any confidential data from the manuscript, OR : Yes						N/A
	to be published and	greed for previously labelled confidential data inform d, provided details of the affected pages in the strip references, tables etc.)		Yes	No	N/A
Protocol (for all manuscripts	except PGfAR) Rep	port submission				
Final protocol[s](or equivaler	nt document) uploac	led to MIS at submission.			Yes	
Currently approved protocol version (as reflected in the final manuscript):						
Management Information Sys	stem (MIS) MIS Log	<u>In</u>				
All authors register for or have (The account should be using		ounts dress that is included on the authorship forms).			Yes	
All authors have linked their ORCiD to their MIS account					Yes	
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