## **NIHR** National Institute for Health and Care Research

## Journals Library Editorial Criteria Checklist

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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 office). A link to further guidance in the <u>Information for Authors</u> is provided with each requirement.

NIHR reference:

**Research programme:** 

Title of manuscript:

Forms (please confirm that you have included the relevant forms in the submission of your report)	
ICMJE Uniform Disclosure Form for Potential Conflicts of Interest A form has been submitted for each author.	Yes
Order of Authors Agreement Please ensure all authors are listed on the form in the order they appear on the title page. We can accept multiple forms as long as all authors are listed on each copy in the correct order.	Yes
Permissions Checklist Needs to be completed and submitted even if no permissions are required.	Yes
Reporting guidance	
Have you checked <u>Equator Network</u> and ensured you've followed the appropriate reporting guidelines? Checklists must be uploaded as separate files, not as part of the main manuscript, or within the appendices.	Yes

Editorial Requirements				
Link to guidance	Manuscript type	Required		
<u>Title 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 institution.	Yes	
		Has a Group been named as an author of the manuscript?	Yes	N/A
Authorship	ALL	<b>If yes</b> , have the group members been listed in Appendix 1 (if there is more than one group listed as an author, each group should be listed in its own appendix)	Yes	
List of authors' affiliations	ALL	Full address for each institution, (department, institution, location and country)	Yes	
Corresponding author	ALL	Include an email address for the corresponding author.	Yes	
<u>Keywords</u>	ALL	A list of keywords for the manuscript supplied	Yes	
MeSHonDemand	ALL	HTA/EME only The report has been run through MeSh on Demand for the appropriate keywords	Yes	N/A
		Research Article/ Synopsis/ Extended Research Articles: Maximum word count: 500 words		
<u>Abstract</u>	ALL	<b>PGfAR:</b> Maximum word count: 750 words	Yes	
		Study/trial registration details at the end of Abstract (not included in word count).		
Manuscript content	Synopsis & Extended Research Articles ONLY	Contents Page	Yes	N/A

	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	2,400 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 not applicable):		
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)		
Conclusions/ future research recommendations	ALL	Clear conclusions and recommendations for future research	Yes	
Tables and Figures				
		nd Boxes requirements for NIHR Manuscripts.	Yes	
tables or figures are relevan Tables and figures are numb	t to the report, t pered consecutiv	or figures in the main body of the report. If more than 50 hese can be added to the appendices. ely, <b>not</b> by chapter and appendix. The numbering of tables	Yes Yes	
and figures continues throug In-text references present w numbered tables and figures	vithin the main b	ody of text (chapter 1 and the Additional Information) for all	Yes	
Tables in an editable format			Yes	
Artwork Preparation: Illustra	ations or photog	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
<u>Programme Grants for</u> <u>Applied Research</u>	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			
<u>Disclosure of Interest</u> <u>statement</u>	ALL	Authors' deemed primary conflicts of Interest added to the Disclosure of interest statement. (list of primary conflicts can be found <u>here</u> ).	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	
	Continued	on page 3 - please ensure all pages are complete		

Information Governance Statement	ALL	Contains Information Governance Statement		Yes	
List of publications	ALL Except Research Articles	Full list of publications, conference papers, seminars resulting from this study.	etc.	Yes	N/A
References and Appendices					
References	ALL	References in Vancouver style with superscript numl without brackets ( <b>No</b> references in the scientific sum abstract[s])		Yes	
		Last access dates for all URLs (excluding DOIs).		Yes	
Appendices	ALL	Maximum of ten appendices included at the end of t manuscript.	he	Yes	
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Final protocol[s](or equivalent document) uploaded to MIS at submission.			Yes		
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