

Health Services Research Author Checklist

Before submission, check that your materials meet all requirements in this list and in the [HSR Author Instructions](#) (see table and section references below). The [ScholarOne](#) submission process will ask for names and affiliations for all authors, including corresponding author's [ORCID](#) number, and information about study funding and potential conflicts of interest.

All Manuscripts must:	
<ul style="list-style-type: none"> <input type="checkbox"/> be within the scope and areas of interest for <i>HSR</i> (Author Instructions, Section 1) <input type="checkbox"/> contain direct analytic comparison to the U.S., if the study is about non-U.S. health services <input type="checkbox"/> conform to an <i>HSR</i> article type (Section 2.2 and Manuscript requirements in brief table below) <input type="checkbox"/> preferably place tables, figures, legends, and references in the main text file <input type="checkbox"/> use AMA Style (Section 2.5) in general and AHA/ASA Journals Disparities Research Guidelines and JAMA guidance for reporting race and ethnicity <input type="checkbox"/> include response rates and non-response bias analysis (directly or by reference) for surveys <input type="checkbox"/> adhere to the word count (permission required to exceed) <input type="checkbox"/> <i>NOT</i> be a preliminary or scoping review; single-site case study (unless an argument for generalizability is provided); pre-post, uncontrolled study; or unsolicited critique of an article 	
The Cover Letter must: <i>(see Section 2.4.1)</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> state prior presentation or publication including preprints <input type="checkbox"/> justify data if all are more than 5 years old <input type="checkbox"/> explain potential conflicts of interest <input type="checkbox"/> explain any review or approval by funders or in-kind contributors <input type="checkbox"/> refer to the invitation if invited for a special issue or section or as an invited commentary 	
Two Title Pages should be uploaded: an anonymized and unanonymized <i>(see Section 2.4.2.1)</i>	
Both versions should include:	<ul style="list-style-type: none"> <input type="checkbox"/> a brief, informative title <input type="checkbox"/> the manuscript word count (excluding title page, abstract, callout box, references, tables, and figure legends) <input type="checkbox"/> an Acknowledgments section with all funding sources, including for material support such as nonpublic datasets, but without names of individuals or specific grant numbers <input type="checkbox"/> <i>(if authors have no funding to report)</i> a statement in the Acknowledgments section stating “no funding to report”
The anonymized copy should:	<ul style="list-style-type: none"> <input type="checkbox"/> be included as the first page of the main manuscript <input type="checkbox"/> <i>NOT</i> include author names
The unanonymized copy should:	<ul style="list-style-type: none"> <input type="checkbox"/> be uploaded as a separate file from the main manuscript <input type="checkbox"/> include author names and affiliations (footnotes any institutional changes)
The Structured Abstract must: <i>(see Section 2.4.2.2)</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> include all required headings, in order (state “not applicable” for sections with no text) <input type="checkbox"/> begin the Objective section with a “To” statement <input type="checkbox"/> include in Principal Findings the numerical results as absolute numbers when available and rates only if not available, with appropriate indicators of uncertainty <input type="checkbox"/> adhere to the word limit (see table below) (keywords do not count) <p><i>(An abstract is not required for commentaries.)</i></p>	

The Callout Box must: <i>(see Section 2.4.2.3)</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> be in two sections: “What is Known on this Topic” and “What this Study Adds” <input type="checkbox"/> have no more than 3 bullet points, of no more than 30 words each, stated for a broad audience <input type="checkbox"/> include only study findings, not policy recommendations <p><i>(A callout box is not required for commentaries)</i></p>	
The Main Text Sections are: <i>(see section 2.4.2.4)</i>	
Introduction with:	<ul style="list-style-type: none"> <input type="checkbox"/> background, topic importance, and brief review of the field <input type="checkbox"/> study rationale stating theories or conceptual frameworks motivating design and data and variable choices <input type="checkbox"/> objectives (research questions) and (if applicable) hypothesis statement, or for evaluation studies, succinct description of interventions, program, or policies <input type="checkbox"/> <i>NO</i> summary of the study results
Methods that:	<ul style="list-style-type: none"> <input type="checkbox"/> have a statement about Institutional Review Board approval or exemption <input type="checkbox"/> follow the general statistical guidelines from the Annals of Internal Medicine for quantitative studies
Results (including exhibits that are understandable without referring to the main text) with:	<ul style="list-style-type: none"> <input type="checkbox"/> tables (Section 2.4.2.6) with titles that describe contents, not methods, and all abbreviations, formatting, and symbols defined in footnotes <input type="checkbox"/> tables with standardized differences as a metric of balance, if displaying covariate balance before or after matching or weighting <input type="checkbox"/> figures (Section 2.4.2.7) that are readable by all, with all panels on one page and fully explanatory legends including definitions of abbreviations and symbols
Discussion with:	<ul style="list-style-type: none"> <input type="checkbox"/> brief summary of results that is understandable to readers of only the Discussion <input type="checkbox"/> comparison with prior studies <input type="checkbox"/> limitations and mitigations <input type="checkbox"/> implications for practice, policy, research, or applications, including generalizability, with specific evidence-based recommendations rather than generic statements about needing additional research
<ul style="list-style-type: none"> <input type="checkbox"/> Commentaries need not use these headings, but should be broken into sections with meaningful headings <input type="checkbox"/> Other, custom subheadings can be used, but these main headings should all be included. 	
References must: <i>(see section 2.4.2.5)</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> be in AMA style 	

Manuscript requirements in brief (see Section 2.3)

	Research Articles	Research Briefs	Methods Articles	Methods Briefs	Commentaries ^a
Word, Figure, and Table Limits					
Manuscript word limit^b	4500	2500	4500	2500	2500
Abstract word limit	300	200	300	200	Not Required
Callout box word limit	30 words per point	30 words per point	30 words per point	30 words per point	Not Required
Figure/Table limit (combined)	5	3	5	3	0
Abstract Formatting Requirements					
Structure of abstract	<ul style="list-style-type: none"> -Objective (begin with the word "To) -Data Sources and Study Setting -Study Design -Data Collection/Extraction Methods -Principal Findings (Include numerical results as absolute numbers when available and rates only if not available and appropriate indicators of uncertainty) -Conclusions 				Not Required
Keywords					
Keyword requirements	<ul style="list-style-type: none"> -Five to seven, listed after the Abstract -Not included in the Abstract word count 				Included on title page
Callout Box					
What should be included	<ul style="list-style-type: none"> -Two headings: "What is known on this topic" and "What This study Adds" each no more than 3 bullet points of no more than 30 words each 				Not Required
General Formatting Requirements					
File Format	.doc/.docx (LaTeX is not supported) for manuscript files				
Formatting	Double-spaced, including abstract and references. Do not number sections.				
Supplemental Files and Appendices	Supplemental figures, tables, explanations, and appendices for the electronic-only Supporting Information section must be supplied as separate .doc/.docx or .pdf files. Figures may be in the main document or as one or more separate files.				
Anonymization	Remove any human name from any part of the manuscript, aside from references.				
References	AMA reference style: numerical, by appearance within the text. Do not use footnotes and do not combine multiple references under a single number.				
<p>a Section 2.2 has instructions for proposing stand-alone commentaries for consideration</p> <p>b Does not include title page, abstract, keywords, callout box, references, tables, figures, or figure legends</p>					