

JHEALI Author Submission Checklist

The following checklist is a supplemental aid to guide you in your manuscript submission.

- Add your ORCID to your JHEALI profile
 - The submission has not been previously published, nor has it been before another journal for consideration (or an explanation has been provided in Comments to the Editor).
 - The submission file is in Microsoft Word document file format.
 - All text is single-spaced, Times New Roman, with one period in between sentences. Employs italics rather than single quotation marks or underlining (except for URL addresses).
 - Page numbers are included on every page except the title page in the bottom right-hand corner. Body text page count does not exceed 51 pages.
 - Abstract is between 150-250 words.
 - Five to seven keywords are listed directly under Abstract.
 - Main Text is justified size 12 regular typeface (not bold or underlined).
 - Level 1 Headers include variations of the introductory topic, "Literature Review," "Methodology," "Results/Findings," "Discussion," and "Conclusion."
 - Tables & Figures are embedded within the text.
 - Where available, insert URLs and DOIs for the references.
 - Author name(s) are anonymized with the phrase "AUTHOR NAME" and institutions/colleges are listed as "AUTHOR AFFILIATION"
 - Anonymize your document (see instructions below)
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How to ensure all files are anonymized

To ensure the integrity of anonymous peer-review, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, with “Author” and year used in the references and footnotes instead of the authors’ name, article title, etc.
- The authors of the document have removed personal information from the file properties by taking the following steps:
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 - Go to File
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