



RESEARCH LETTER
SUBJECT TO PEER REVIEW

Description: Research Letters are brief articles detailing original research in progress that are 500-1,500 words in length (excluding References, Figures, and Tables). These pieces often adhere to standard scientific sections (Introduction, Methods, Results, and Discussion), and provide early reporting on a pressing public health issue, such as a disease outbreak in specific populations, key findings of innovative research.

Send questions to editorial@bcph.org.

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](#) 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** (Download the cover letter template from [Submission Preparation Guidelines](#).)
- ◇ **Edition Selection(s)**
- ◇ **Title**
- ◇ **Author List and Affiliations** (Author Name, Institutional Affiliation, [ORCID ID](#). (Authors without an ORCID ID can acquire [one here](#) for no charge.)
- ◇ **Corresponding Author Contact Details** (Please only provide the details you wish to be public. Ensure you are not providing a personal address, mobile/WhatsApp numbers, etc.)
- ◇ **Author Positionality Statement** (Learn about [Author Positionality requirements here](#). Note: This is NOT the same as an author bio. Each contributing author is required to submit a positionality statement.)
- ◇ **Keywords**
- ◇ **Abstract** (Preferred format: Introduction, Methods, Results, Discussion, Conclusion)



- ◇ **Introduction**
- ◇ **Methods**
- ◇ **Results**
- ◇ **Discussion**
- ◇ **Conclusion**
- ◇ **References**
- ◇ **Acknowledgments**
- ◇ **Disclosure Statement** (e.g., Conflicts of interest, ethical approval, informed consent, funding)
- ◇ **Figures and Tables**
- ◇ **Other Photographs, Images, Video, Media, etc.**
- ◇ **Individual Author Biographies**

Cover Letter

Update the BCPHR template, available in [Submission Preparation Guidelines](#), with the following information:

- 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, if applicable.
- All named authors that have contributed to the submission, and grant BCPHR permission to review and (if selected) publish their work.
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- 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).

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- 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), as appropriate.

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Research Letter

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**
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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 (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 Statement: 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 provide insights into the authors' racial, ethnic, gender, socioeconomic, political 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](#).

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".



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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.
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- 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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Table 1. Insert Table in intended location in the document. Please create Tables using Word's table tools. Type table title and paste table below the title. If including a table legend, paste below the table. ***Do not insert images of tables.***

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Other Photographs, Images, Video, Media, etc.

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- 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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- Videos must be hosted on YouTube. Please provide YouTube links for all videos. Authors must own and/or have permission to use links in published material.

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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.