



**ATYPICAL ARTICLE**  
PEER REVIEW CONTINGENT ON SUBJECT MATTER

**Description:** Atypical Articles are unique, creative articles (such as research protocols, essays, poems, policy memos, ethical treatises, etc.) related to the field of public health. These pieces typically are no more than 1,000 words.

**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*.**

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**Checklist:** Please use this template to format your submission, ensuring that it includes all elements:

- ◇ **Cover Letter**
- ◇ **Edition Selection(s)**
- ◇ **Title**
- ◇ **Author List and Affiliations** (Author Name, Institutional Affiliation, [ORCID ID](#) (if applicable))
- ◇ **Corresponding Author Contact Details**
- ◇ **Author Positionality**
- ◇ **Keywords**
- ◇ **Abstract** (Preferred: Introduction, Methods, Results, Discussion, Conclusion)
- ◇ **Introduction**
- ◇ **Methods**



- ◇ **Results**
- ◇ **Discussion**
- ◇ **Conclusion**
- ◇ **References**
- ◇ **Acknowledgments**
- ◇ **Disclosure Statement**
- ◇ **Figures and Tables**
- ◇ **Other Photographs, Images, Videos, 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.
- Indicate the name of the corresponding author. (Please be sure to include only the contact information that should be shared with the public, such as an email or university division. Authors should not share telephone numbers or street addresses.)
- 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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- 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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### **Atypical Article**

**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
- Author Institutional Affiliation
- Author [ORCID ID](#). *We highly recommend that authors have ORCID numbers. Individuals can sign up for their ORCID for free at [ORCID.org](#).*

### ***Example:***

Dr. Bill Bips,<sup>1</sup> Mary Wallace<sup>2</sup>

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:** 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



will provide insights into the authors' 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**.

*Example:*

I like this paper.<sup>1</sup>

In the endnotes, the reference will appear as follows:

- 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".



## 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.
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- Please do not use multiple colors of shading, underline, or font size to highlight values in tables. Color should not be used to indicate meaning.

## Other Photographs, Images, Video, Media, etc.

Images and other media that are not part of figures may be submitted as follows:

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The logo for the Boston Congress of Public Health Review. It features the text "BOSTON CONGRESS OF PUBLIC HEALTH REVIEW" in a bold, blue, sans-serif font. The word "OF" is smaller and positioned between "CONGRESS" and "PUBLIC HEALTH". The word "REVIEW" is contained within a dark blue rectangular box at the bottom of the logo.

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CONGRESS  
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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.
- Text within figures should be single-spaced, in Times New Roman, 10 pt font.

*For Videos:*

- 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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- BCPHR requires written permission or a signed waiver form for all images depicting individuals, except in the case of crowd scenes or when persons are not identifiable.
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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.