**Required Manuscript Checklist for Article Submission to the *Michigan Journal of Public Health (MJPH)***

1. The names of all authors of the manuscript are entered into the online submission system with email addresses to ensure notification of authors of article submission.

2. The manuscript is submitted as a Microsoft Word document.

3. The manuscript is double-spaced, with page numbers and continuous line numbers.

4. Remove all identifying information from the manuscript text including institution/organization names. This allows for **blinded peer review**.

5. The **first page of the manuscript** includes (1) the title and (2) a structured abstract (Introduction, Methods, Results, Conclusions) of ≤300 words. The conclusion section of the abstract includes the public health implications of the work for Michigan.

6. The manuscript includes the following sections after the abstract: Background, Methods, Results, and Discussion.

7. Tables and figures are included at the end of the text after the references.

8. The Background section length is no more than two pages double-spaced.

9. The maximum word count of the original article manuscript text (excluding abstract and references) is 3,500.

10. Tables cannot exceed two pages; if they exceed two pages, break them up into multiple tables or reduce the results presented.

11. The maximum number of tables that can be included in the manuscript is four.

12. The maximum number of figures that can be included in the manuscript is three.

13. A statement that an Institutional Review Board (IRB) associated with at least one of the authors reviewed the study is required. Include the IRB protocol/review number and date of review in the statement in the Methods section.

14. The authors are expected to review their manuscript for reasonable scientific writing that is logical, accurate, and free of grammatical errors. Please note that unclear writing and many inaccuracies and/or grammatical errors may delay your manuscript's editorial and peer review.

15. The authors should follow the journal's Artificial Intelligence policy. Available on the Policies page of the journal: https://scholarworks.gvsu.edu/mjph/policies.html

16. **All the above apply to submissions** for *Commentaries* with the following exceptions:
    a. Generally, an IRB statement is not required as *Commentaries* do not include data. However, there may be exceptions, and please contact the *MJPH* Editor with any questions.
    b. The manuscript section headings are flexible based on what is most applicable for the *Commentary* (e.g., Methods section not required).
    c. The main text can be up to 3,000 words, four tables/figures, and an unstructured abstract of up to 200 words. Commentaries are non-research publications.

The *MJPH* is a volunteer-run journa**l. It is the author's responsibility to ensure that their manuscript meets these requirements. Manuscripts that do not meet these requirements will be returned to the authors.**

Please sign below as the corresponding author, noting that you acknowledge these requirements. A typed signature is acceptable. Include this signed sheet as the second page of your cover letter when submitting your article.

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