

## Technical checklist

*This is the checklist used to ensure that manuscripts turned in have all the necessary information included in them. If any of the items below are missing from a draft, the manuscript will be sent back to the author for revision.*

- Manuscript information
  - HDA number, Title, Author names and program, and question must be listed
- Author names in manuscript match author names in meta-data of submission
- Program name matches the “Institution” name in the classification section of the submission metadata
- Question in manuscript matches the question that was signed up for identically
- Manuscript **MUST** be submitted as a Word Document
- Evidence-Based Answer
  - SOR and explanatory statement are in the paragraph
- Summary
  - Reference numbers are written as superscript and match reference section.
  - Evidence-Based Answer matches the Evidence Summary in sequence
- Tables
  - All tables must be referred to in the Evidence Summary and include citations and a title.
- References
  - STEPs must be reflected accurately (no LOEs from the old CEBM table, ie: 1a,1b,2a,2b)
  - Must be in AMA style
  - Superscript reference numbers are in correct order
  - Each reference listed in manuscript is submitted as a separate document; minimum of 2
  - No endnotes
- Style
  - Studies not referred to by lead author
  - Acronyms must be spelled out in first reference
  - No use of editorial tones (We feel..., etc.)
  - Do not use run on sentences
- Policy
  - **All questions were answered fully and truthfully in the HDA checklist**
  - Author read and agreed to FPIN’s Plagiarism Policy
  - Author read and agreed to FPIN’s timeline and extension due date policy
  - Author Disclosure form was submitted for **ALL** authors