

1	<input type="checkbox"/> <u>Do literature search</u> ; manually search bibliography of ‘best’ paper on topic
2	<input type="checkbox"/> <u>Review stated aims</u> of journal of interest and skim an issue; does project/study fit?
3	<input type="checkbox"/> <u>Read author guidelines</u> and choose category that best fits article. Follow author guidelines <i>exactly</i> .
4	<input type="checkbox"/> <u>Adhere to word count</u> and #tables/figures. If not possible, explain why in your cover letter to journal.
5	<input type="checkbox"/> <u>Set deadlines</u> ; don’t disappoint your colleagues. <input type="checkbox"/> If writing is difficult, make outline, jot phrases, organize. Try dictating (voice-recognition software).
6	<input type="checkbox"/> If English <i>is not</i> your first language, have someone who is <u>review and proof</u> your paper. <input type="checkbox"/> If English <i>is</i> your first language, have someone review and proof your paper.
7	<input type="checkbox"/> Title: usually ≤ 15 words. Include intervention, type of study, trainee type, setting - if possible - to help reader decide if should read further/click on link
8	<input type="checkbox"/> Abstract: may be only part of paper that is read. Usually introduction, methods, results, conclusions but follow author guidelines. Always include sample size.
9	<input type="checkbox"/> Introduction: 1-2 sentences introduce the topic: why important and relevant to journal’s readership. Set your research purpose or hypothesis within a conceptual framework (why should it work?)
10	<input type="checkbox"/> Introduction: 1-2 paragraphs outlining the research or evidence gap that exists. This justifies why your project needs to be done, published, and read. The introduction is not a review of the topic.
11	<input type="checkbox"/> Introduction: end with a sentence (or two if complicated study) that is your study hypothesis (question) or purpose.
12	<input type="checkbox"/> Methods: organize. Relevant sections are: Setting and Participants, Intervention, Outcomes, Analysis, IRB statement (1 sentence only).
13	<input type="checkbox"/> Methods: include all steps so your intervention could be replicated. If long, put in table or box. If still too long, label as appendix (online supplemental material) and keep brief description in paper.
14	<input type="checkbox"/> Methods: describe validity of outcome measures or cite literature. At minimum provide who developed/expertise, any testing/piloting, modifications if ‘home grown.’
15	<input type="checkbox"/> Methods: describe all planned analyses, in terms that a non-statistical expert (the average reader) can understand.
16	<input type="checkbox"/> Results: report in same order that hypotheses stated (if >1). Usually general information (number of participants, demographic info) goes first.
17	<input type="checkbox"/> Results: if many numbers or hard to follow – put into Table or Figure, to enhance clarity (and manage word count)
18	<input type="checkbox"/> Discussion: first 1-3 sentences summarize the most important, unique, or surprising results of your study. <i>Do not repeat justification for the study, which is in the Introduction. Do not put Results here.</i>
19	<input type="checkbox"/> Discussion: next 1-2 paragraphs compare/contrast your findings with those of others, analyzes why similar or different, and what your findings may imply. Label opinions as such; limit these.
20	<input type="checkbox"/> Discussion: next 1 paragraph analyzes how your study’s limitations may have impacted the results, in either direction; full evaluation of limitations enhances chance of publication. <i>Don’t list.</i>
21	<input type="checkbox"/> Discussion: then brief statement of next steps to study this area
22	<input type="checkbox"/> Conclusion: 1-3 sentences that describe strictly your study findings, without speculation