Grantee Publication
Checklist for Manuscript Submission

CHCF and grantee publications are an important way to connect and engage audiences to make important policy, funding, and practice changes. This checklist is intended to guide grantees working with CHCF and ease the publication process for all partners involved in the production. Please make sure you have responded to and addressed each of these guidelines and include this completed checklist as a separate attachment when you submit your manuscript. Missing elements will result in your paper being sent back for you to complete all information.

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CONTENT

☐ **External Review**
Before submission, ensure that all authors and consulting experts have reviewed the manuscript and that their input has been incorporated. Manuscripts often go through many drafts, but once a manuscript review is deemed final by the author and program officer, it will move into the copyedit and design phase. After that point, no substantive changes will be allowed.

☐ **About the Author(s)**
The title page of the manuscript should include an About the Author(s) section. Include author names, degrees, titles, and affiliations. You may include a brief, factual bio, or description of an organization (up to 50 words), but it should not be promotional in tone. Include a hyperlink to an organization's landing page.

☐ **Introduction and Thesis**
Within the first two paragraphs, explicitly state who the audience(s) is, why they should read this paper, and what you hope the audience will gain as a result. Reinforce the relevance of the findings to the audience throughout.

☐ **Boxes and Quotes**
If doing so has already been discussed with your program officer, you may indicate emphasis boxes or quotes by using square brackets before and after the box/quote content (i.e. [BEGIN BOX]…[END BOX]/[BEGIN QUOTE]…[END QUOTE]). Please do not add boxes or quotes without first confirming with your program officer.

FORMATTING

☐ **Headings and Subheadings**
Headings and subheadings need to be clearly identified. Please use Word's default styles by highlighting the relevant text and selecting the heading level (Heading 1, Heading 2, etc.) in Word's style panel. If you're unable to use Word's style panel, manually insert heading indicators using square brackets ([H1], [H2], etc.).

TABLES AND FIGURES

☐ **Titles**
Each table and figure must have a title. The title should include a number followed by a period and a short descriptor (e.g. Figure 1. DHCS Cost per Covered Facility User in 2022, Based on State Projections).

☐ **Footnotes**
Footnotes can only be used for tables and figures. Explanatory footnotes that add information but do not cite sources should be placed directly below the figure/table. To do this, footnotes will need

to be added manually rather than by using MS Word's footnote function. Instead of using numerals, use these symbols, superscripted, in this order (tip: copy and paste special characters from here): * (asterisk), † (dagger), ‡ (double dagger). If more footnotes are needed, double or triple the symbols: **, ††, ‡‡, ***, †††, ‡‡‡.

☐ **Terminology Notes**
Any acronyms or unusual terms should be defined in a note that goes under the figure, below any footnotes. They are preceded by the word "Note" (or "Notes") followed by a colon.

☐ **Source Notes**
Sources used in tables and figures should be cited using a source note that appears directly below the figure or table and after any footnotes and general notes. They are preceded by the word "Source" (or "Sources") followed by a colon. Please include a link to the source's landing page (rather than to a PDF) whenever one exists.

☐ **In-Text References**
The running text should contain a reference to each figure and table (e.g., "see Figure 1" or "as shown in Table 2"). These references may be enclosed in parentheses before the final period of the sentence that describes what is shown in the figure or table or woven into a sentence.
Example 1: "Evidence shows the effectiveness of telehealth for major diseases, conditions, and care categories (see Table 2)."
Example 2: "Descriptive statistics for these organizations are included in Table 1."

☐ **Raw Data and Artwork**
If the draft contains figures (pie charts, bar charts, line graphs), please provide the raw data for each figure in an accompanying Excel file. Avoid inserting figures as images, and instead, create figures within MS Word using embedded raw data.

ENDNOTES AND SOURCES

☐ **Endnotes (Body)**
Use endnotes, not inline references or footnotes, for all sources cited in the body of the paper by using Word's endnote function (Insert > Footnote > Select Endnote). Each citation should be complete and accurate. Endnotes should use Arabic numerals (i.e., 1, 2, 3, etc.), not Roman numbers or other symbols. These numbers should almost always follow the sentence's final punctuation and will automatically be superscripted in Word.

☐ **Multiple Sources**
If a sentence has multiple sources, use one endnote number, and list the multiple sources in the endnote entry.

☐ **Citation Content**
Endnotes and footnotes should follow the Chicago Manual of Style's rules for citations and references. Generally, the format should be Author(s) [First name Last Name], Title, Publisher, Date. For specifics, see the "Citations and References" section of the CHCF style sheet.

☐ **Source Hyperlinks**
All endnotes and footnotes that reference an online source should include a hyperlink to that source in the source title. When possible, the link to the source landing page (rather than directly to a PDF).