



Innovative Medical Professionals Achieving Quality Together

INSTRUCTIONS FOR AUTHORS AND MANUSCRIPT SUBMISSIONS

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PURPOSE AND SCOPE

IMPAQTSM is an independent, peer-reviewed, digital journal created by, and distributed through the Michigan Association for Healthcare Quality (MAHQ). **IMPAQTSM** publishes original research and study articles, review articles, case studies, commentaries, editorials, and letters to the editor in the interdisciplinary areas focused on healthcare quality. The aim of **IMPAQTSM** is to publish original research, practice advances, and information relevant to clinical and healthcare decision leaders and policy makers as they work to promote the advancement and transformation of patient care to improve healthcare outcomes.

IMPAQTSM seeks articles that assist healthcare quality professionals in improving their performance through the application of content in their respective work settings. The content published in **IMPAQTSM** focuses on, but is not limited to, topics associated with:

- Leadership and Management
- Performance Measurement and Improvement
- Patient Safety
- Risk Management
- Care Delivery Innovations and Improvement
- Policy, Program, Protocol, and Documentation Development and Improvement
- Interdisciplinary Quality Management and Performance Improvement
- Area or Discipline-Specific Quality Improvement Initiatives
- Healthcare Research
- Information Management/Informatics
- Data Analytics
- Population Health
- Public Policy and Government Affairs
- Accreditation Readiness
- Compliance as it Contributes to Quality Improvement
- Other Quality-Related Topics Will Be Considered

TYPES OF MANUSCRIPTS ACCEPTED

IMPAQTSM publishes a variety of manuscripts and will accept both quantitative and qualitative studies among other methodological formats. Acceptable manuscript types include:

- **Original Research Manuscripts** should identify a clear research question and include an appropriate research design to report the clinical, economic, or other outcomes of a specific intervention or regulation. Full experimental details must be provided so that the study or results are capable of reproduction. **IMPAQTSM** requires that authors publish all experimental controls and make full datasets available where possible. The manuscript should be less than 3000 words, not

including supplementary information such as the abstract, references, figures, and tables.

- **Review or Meta-Analysis Manuscripts** should present a thorough synthesis of the literature and offer new insights and/or recommendations on improvements. The same length restrictions, format, and submission requirements for research manuscripts apply to review manuscripts.
- **Practice Forum Manuscripts** address quality practices and related applications of performance improvement science and methods. Items should be less than 2500 words and include an introduction, overview, discussion, conclusion, references, and an abstract.
- **Commentaries** are brief opinion pieces usually solicited from recognized thought leaders that discuss pertinent and sometimes disputable or debatable issues in healthcare. Manuscripts should be less than 1000 words and contain no figures or tables.
- **Editorials** are used to accompany key manuscripts and either extend or offer opposing perspectives on a specific subject. The editors will consider editorials that comment on manuscripts published in **IMPAQTSM** within the previous six (6) months. Manuscripts should be less than 1000 words and contain no figures or tables.
- **Letters to the Editor** are published as space allows and should be no more than 500 words and contain no figures or tables.

QUALIFICATION FOR AUTHORSHIP

IMPAQTSM follows the International Committee of Medical Journal Editors ([ICMJE](#)) guidelines which state that to qualify for authorship of a manuscript, sufficient evidence of the following criteria should be capable of production upon request:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Group authorship may be used where specified authors (not more than 10) assume responsibility for the entire group (e.g., Paula T. Einhorn, Barry R. Davis, Barry M. Massie for the ALLHAT Collaborative Research Group). In this case, only the specified

authors must meet the criteria for authorship outlined above, and all members of the group may be listed in a footnote but are not acknowledged as authors.

The Submitting Author must ensure that all authors have approved the content of the submitted manuscript, are included in the author section of the separate Title page, and that the order of author names and all spellings and credentials of authors are correct.

Any change to the author list should be approved by all authors, including any who have been removed from the list. At least one named author (e.g., the principal investigator) who is independent of any commercial funder or sponsor must be designated as the Submitting Author, and will serve as the agreed upon "**guarantor**" of the study (*i.e.*, he or she had full access to all the data in the study, and takes responsibility for the integrity of the data and the accuracy of the data analysis). The Submitting Author will act as a point of contact with the **IMPAQTSM** editorial staff, and should communicate with the other authors, keep them informed, and ensure their involvement in major decisions about the publication. **IMPAQTSM** reserves the right to request confirmation that all authors meet the authorship conditions.

SUBMISSION PROCESS OVERVIEW

Initial Submission

Manuscripts for **IMPAQTSM** should be submitted through the **IMPAQTSM** [online link](#). **There is no fee to submit a manuscript.** Submission of a manuscript does in no way guarantee publication and does not create any rights to publication on the part of the author(s).

Each manuscript must be submitted via an introductory email from the Submitting Author. The introductory email must be concise and explain why the content of the manuscript is significant, describe the relevance of the work, explain why it fits within the scope of **IMPAQTSM**, and affirmatively declare and confirm that neither the manuscript nor any portions of its content are currently under consideration, being, or have been published in another journal, book, or publication of any kind, in digital, audio, or video recorded form, online, or in print. All required information, supplementary materials and data, files, declarations, certifications and other required matter and forms must be submitted with the manuscript as part of the introductory email.

The Submitting Author is solely responsible for all communications with the **IMPAQTSM** editorial staff during the submission and peer-review process, although a back-up author may be named in case of emergency.

Acknowledgment of Receipt

When a manuscript is submitted via email through the **IMPAQTSM** [online link](#), the Submission Editor will acknowledge receipt via email and assign a unique, confidential manuscript number. Only the manuscript number will be used throughout the editorial

process to maintain the anonymity of all authors. The editorial office will not release any information about the status of a manuscript, even to the Submitting Author or designated back-up author, without the manuscript number.

Initial Compliance and Conformity Review

Manuscripts will then be checked by the Submissions Editor to determine whether they are properly prepared, whether they comply with the submission requirements, purpose, scope, and ethical requirements of the journal, including those for human subject experimentation and research. Manuscripts that do not meet the journal's requirements and standards will be rejected.

After these checks, the Submissions Editor will refer de-identified manuscripts to the journal's Editor-in-Chief to confirm that the manuscript fits the purpose and scope of the journal, review whether research studies, reviews, and practice forum submissions submitted are scientifically sound, and are in compliance and conformity with ethical, applicable, and appropriate requirements for the type of healthcare research study submitted (if any), as set forth at [EQUATOR Network](#). No judgment on the major content or potential impact of the work will be made at this stage. Only manuscripts that are not properly prepared but still meet the purposes, scope, and ethical requirements of the journal will be returned to the authors for revision and resubmission. Rejection decisions at this stage will be verified by the Editor-in-Chief.

Peer-Review

Once a manuscript passes the initial checks, it will be assigned to at least two (2) independent subject matter experts for peer-review. The Submissions Editor will retain control of the manuscript through the peer-review process. **IMPAQTSM** uses a double-blind review process, which means that both the reviewer(s) and author name(s) are not revealed to one another for a manuscript under review. The identities of the authors are concealed from the peer-reviewers and vice-versa throughout the review process. Peer-review comments are confidential and will only be disclosed with the express agreement of the reviewer.

The editors of **IMPAQTSM** enforce a rigorous peer-review process together with strict ethical policies and standards to ensure the addition of high-quality conceptual, scientific, and practical application works to the field of scholarly publication. Unfortunately, cases of plagiarism, data falsification, image manipulation, inappropriate authorship credit, and the like, do arise. The editors of **IMPAQTSM** take such publishing ethics issues very seriously and will proceed in such cases with a zero-tolerance policy.

IMPAQTSM follows the Core Practices of the Committee on Publication Ethics ([COPE](#)). The journal also adheres fully to its [Best Practice & Guidance](#) recommendations.

IMPAQTSM uses the [EQUATOR Network](#) reporting guidelines for health research as applicable to the type of study submitted.

Post Peer-Review Editorial Decision and Possible Revision

All manuscripts published in **IMPAQTSM** go through the peer-review process and receive at least two (2) peer-reviews. The Editor-in-Chief will communicate the decision of the peer-reviewers, which will be one of the following:

- ***Accept After Minor Revisions:***
The manuscript is, in principle, accepted after minor revision based on the reviewer's comments. The authors will be given ten (10) days to resubmit with compliant minor revisions, and correct manuscript formatting according to **IMPAQTSM** guidelines, if necessary.
- ***Reconsider After Major Revisions:***
The acceptance of the manuscript would depend on the revisions. The authors need to provide a point-by-point response or provide a rebuttal if some of the reviewer's comments cannot be addressed or revisions cannot be made. Usually, only one round of major revisions is undertaken. The authors will be asked to resubmit the revised manuscript within a suitable time frame (including any formatting revisions required to bring the manuscript into compliance with **IMPAQTSM** guidelines), and the revised version will be returned to the reviewer(s) for further comments.
- ***Reject and Encourage Resubmission:***
If additional experiments, review, analysis, or other work are needed to support the conclusions, the manuscript will be rejected and the authors will be encouraged to re-submit the manuscript once further experiments, review, analysis, or other work has been conducted and properly laid out in written form.
- ***Reject:***
The manuscript has serious flaws, and/or makes no original, significant contribution. No offer of resubmission to the journal is provided.

Where the authors disagree with a reviewer or otherwise choose to make a response, they must provide a clear, rational, and point-by-point response, maintaining author anonymity.

Author Appeals

Authors may appeal a rejection by sending an email to the **IMPAQTSM** Content Editor from the Submitting Author. The appeal must provide a detailed justification, including point-by-point responses to the reviewers' and/or Editor's comments. The Content Editor of the journal will forward the manuscript and related information (including the identities of the reviewers) to the Editor-in-Chief, who will then review it along with the opinion of two (2) additional peer-reviewers. The Content Editor will be consulted and asked to give an advisory recommendation on the manuscript as well. The Content Editor may recommend acceptance, further revisions, or uphold the original rejection decision. The Content Editor's advisory opinion is not binding. After receipt of the two

additional peer-reviewers' opinions, the Editor-in-Chief will make a final decision on the appeal and will notify the Submitting Author of the decision. A rejection decision at this stage is final, not subject to further appeal or discussion, and will not be reversed.

Attributions and Permissions

The last step before formal acceptance for publication is the verification of sources, references, concepts, paraphrasing, quotations, data, figures, and other attributions by the Attributions and Permissions Editor. If copyright permissions are necessary and have not already been submitted by the Submitting Author, the Submitting Author will be notified by the Attributions and Permissions Editor to obtain the necessary permissions for use of sources, references, concepts, paraphrasing, quotations, data, figures, and other attributions. Manuscripts will not be published without proper and correct sources, references, concepts, paraphrasing, quotations, data, figures, other attributions, and permissions.

Production and Publication

Once accepted, the manuscript will undergo professional content and copy-editing (English language usage, syntax, punctuation, paragraphing, cohesion, format, spell-checking), citation format checking and correction, and final proofreading. The proposed final version will be sent to the Submitting Author to be proofread by all authors. All authors must submit written approval of the final version, or final version with required edits or corrections to the Submitting Author. The Submitting Author will return either a written approval of the final version on behalf of all authors, or will submit a final version with required edits or corrections. Any final edits or corrections will be made to the manuscript and the final version will be sent to the Layout and Format Editor for final format corrections, pagination, journal design layout, and then published on the miMAHQ.org website in the edition of **IMPAQTSM** for which it was scheduled.

MANUSCRIPT SUBMISSION REQUIREMENTS

Introductory Email

Each manuscript must be submitted via an introductory email from the Submitting Author *only*. The introductory email must be concise and explain why the content of the manuscript is significant, describe the relevance of the work, explain why it fits within the scope of **IMPAQTSM**, and affirmatively declare and confirm that neither the manuscript nor any portions of its content are currently under consideration for, being, or have been published in another journal, book, or publication of any kind, digitally, in audio or video recorded form, online, or in print. Any prior submissions of the manuscript to **IMPAQTSM** must be acknowledged in the email.

Manuscript Requirements

All required information, supplementary materials and data, files, statements, documentation, and forms must be submitted with the manuscript as part of the introductory email. These include, **but are not limited to**:

- Title Page with Required Author and Affiliation Details
- **Commercial Interest, Conflict of Interest, and Financial Disclosure** form(s) – *one electronic file for all authors' forms*
- **Authorship Certification** form(s) – certifying compliance with Qualification for Authorship, ownership of the copyright, and certifying that the submission and underlying research was not done for an employer or contracted party thereby rendering it work for hire and the copyright ownership belonging to the principal employer or contractor – *one electronic file for all authors' forms*
- Copyright Use Permissions – *one electronic file for all forms*
- **Copyright Use Compliance Attestation** form(s) – stating that each author has not knowingly violated any copyright or other intellectual property standards – *one electronic file for all authors' forms*
- Abstract (where required)
- Blind (Author De-identified) Manuscript and Supporting Materials (all references to authors of any kind removed)
- Patent Application or Grant of Letters Patent (if applicable) – *one electronic file for all*
- Supplementary Material (if applicable) – tables, graphs, schemes, figures, equations, spreadsheets, graphics, and photographs in required formats – *one electronic zip file for all*
- Supporting Data or Location, and Access to Supporting Data (if applicable) – *one electronic file for all*
- Statement of Restrictions on Data Availability and Explanation (if applicable)
- Author Contributions and Acknowledgments Statement
- Conflicts of Interest Summary Statement
- References as Endnotes in Proper Required Format
- **Research, Privacy, Medicare/Medicaid, and Informed Consent Compliance and Conformity Attestation** – *one form signed by Submitting Author on behalf of all authors*
- Institutional Review Board (IRB) Application and Approval if They Were Required – *one electronic file for all*
- Written Explanation Why IRB Approval Was Not Required (if applicable)
- **Ethical and Appropriate Healthcare Research Reporting Compliance and Conformity Attestation** form(s) – *one electronic file for all authors' forms*
- Blank Copy of the Informed Consent for Study Participation Form (without any patient information or signature)

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- **Permission to Publish and Grant of Copyright Limited Use License** form(s) – one electronic file for all authors' forms
- **MAHQ and IMPAQTSM Indemnification Agreement** form(s) – one electronic file for all authors' forms

Where noted above, all the authors' or other forms/documents should be included together into one electronic file and properly named using the name of the form.

- **Information on copyrights, permissions, and related subjects can be found at <https://www.copyright.gov/circs/circ01.pdf>**

Further details for all submission requirements are provided below.

Submitting Author

A single Submitting Author is solely responsible for all communications with the **IMPAQTSM** editorial staff during the submission and peer-review process, although a back-up author may be named in case of an emergency. The Submitting Author will serve as the agreed upon "**guarantor**" of the study (*i.e.*, he or she had full access to all the data in the study and takes responsibility for the integrity of the data and the accuracy of the data analysis).

The Submitting Author must ensure that all co-authors are *eligible* and have been included in the author list (read **Qualification for Authorship** above) and that they have all read and approved the submitted version of the manuscript. If the manuscript is accepted for publication, the Submitting Author will also be responsible for ensuring that all co-authors have participated in and signed-off on the final proofreading of the proposed final version (galley) of the manuscript, and reviewed, approved, and signed-off on all final edits or corrections before publication.

The Submitting Author must indicate what material is intended as appendices and include the appropriate reference in the text to these elements for them to be converted as links if the manuscript is accepted for publication.

Manuscripts submitted for publication in **IMPAQTSM** must not have been published previously (either in whole or in part), nor currently being submitted elsewhere in either

identical or similar form. Material posted on the Internet or disseminated in any other digital or electronic form constitutes prior publication and result in the manuscript not being considered for publication by **IMPAQTSM**. Previous publication of a small fraction of the content of a manuscript does not necessarily preclude it being published in **IMPAQTSM**, but the editors will require information about previous publication when deciding how to use space in the Journal efficiently. *These restrictions on prior publication, however, do not apply to abstracts or poster presentations published in connection with scientific or professional association meetings, or to working papers that have been posted on the web to facilitate peer feedback.*

MANUSCRIPT AND SUBMISSION PREPARATION – IN GENERAL

Basic Document Format

- Manuscripts must be double-spaced (*no double-double spacing between paragraphs or sections*)
- Arial 12-point type
- Left justified
- One-inch margins on all sides
- Page numbers at the upper right: Page # of # - in Arial 12-point type (**note:** this differs slightly from the APA sample paper [link below] and APA page number guidelines)
- Citation and other document formatting not stated below is to follow the latest version of the [American Psychological Association \(APA\)](#) citation format guidelines for submission of professional papers for publication, including the running head. An APA Sample Professional Paper can be found [here](#).
 - The **IMPAQTSM Microsoft Word template** must be used and includes all the basic document format requirements. ***Do not edit the template settings.***

Accepted File Formats

MANUSCRIPTS: Must use **Word** format.

- The **IMPAQTSM Microsoft Word template** must be used.
 - **DO NOT submit the manuscript file as a PDF.** Manuscript files submitted in PDF or any other format other than Word will be returned. **For any questions, please contact the Editorial Office at the [IMPAQTSM online link](#).**
 - Multi-part manuscripts prepared in Microsoft Word must be **converted into a single file before submission.**

- **Please insert notations in the main text after the paragraph of its first citation where graphics (graphs, tables, figures, etc.) are to be placed.**
- **Note:** Usage of the Microsoft Word template provided by MAHQ and **IMPAQTSM** is exclusively intended for manuscript submission to the **IMPAQTSM** journal and is strictly limited to this purpose.

SUPPLEMENTARY FILES: Files for figures, schemes (workflow and process charts and graphics), tables, graphs, equations, spreadsheets, graphics, photographs, and illustrations must be provided during **submission in a single zip folder** and at a sufficiently high resolution (minimum 1000 pixels width/height, or a resolution of 300 dpi or higher). Common non-proprietary formats are accepted, however, **DOC, DOCX, PPT, XLS, TIFF, JPEG, PNG, EPS, and PDF are preferred.**

IMPORTANT NOTE: Supplementary files must be made available to readers when the manuscript is published. Manuscript acceptance for publication in **IMPAQTSM** is conclusive evidence that all authors agree to make all associated materials, data, and protocols available, and that they have the legal right and authority to do so.

Authors must disclose at the submission stage any restrictions on the availability of any associated materials or information.

- **Tables:** For initial submission and review, acceptable table file formats include **Word and Excel**. All table columns should have an explanatory heading. To facilitate the copy-editing of larger tables, smaller fonts may be used, but no less than 8 pt. in size. Use of the Table function in Microsoft Word to create tables is preferred. Tables are **only accepted** in Word (DOC, DOCX) and Excel (XLS) formats.
 - **If using Excel to create a table, do not** place tables on individual spreadsheets within the same file because only the top sheet will be converted.
- **Figures, Schemes, Graphs, Spreadsheets, Graphics, Photographs, Illustrations (Collectively: graphics):** For initial submission and review, acceptable figure file formats are AI, BMP, DOC, EMF, EPS, JPG, PDF, PPT, PSD, TIFF, WMF, and XLS. **DOC, DOCX, PPT, XLS, TIFF, JPEG, PNG, EPS and PDF are preferred.**
 - For multi-part graphics, create one (1) file for each graphic, with all parts included in the same zip folder file. Label each file clearly as to graphic and number in series.
 - All graphics must be numbered following their number of appearances, and the numbering should accompany the notations in the main text after the

paragraph of its first citation where the graphics are to be placed (Figure 1, Scheme I, Figure 2, Scheme II, Table 1, etc.).

- All graphics should have a short explanatory title and caption that should accompany the notations in the main text after the paragraph of its first citation where the graphics are to be placed.
- Authors are encouraged to prepare graphics in color (RGB at 8-bit per channel). There is no cost for publishing full-color graphics.
- **IMPAQTSM** may be able to publish multimedia files in manuscripts or as supplementary materials. Please contact the editorial office through the **IMPAQTSM** [online link](#) for further information.
- **Equations:** In Word, please use either the Microsoft Equation Editor or the Math Type add-on. Equations should be able to be formatted by the **IMPAQTSM** editors and *not* appear in a picture format.
- **Supplementary Materials, Data Deposit, and Software Source Code:** Additional data and files can be uploaded as "Supplementary Files" during the manuscript submission process. The supplementary files will also be available to the reviewers as part of the peer-review process. Any file format is acceptable, however, **IMPAQTSM** recommends that **common, non-proprietary formats are used where possible.**
- **Links to Supplemental Data in Text:** If included links to appendices that include supplementary data, extra tables, or figures will be made accessible at the time of digital publication, authors must indicate what material is intended as appendices and include the appropriate reference in the text to these elements so they can be converted to links.

Other Standard Formats

- **Abbreviations:** Should be defined in parentheses *after* the completely spelled-out term is used *for the first time* in the abstract, main text, and in figure or table captions, **and used consistently thereafter.**
- **SI Units:** (International System of Units), or metric units should be used when describing measurements. Imperial, US customary, and other units should be converted to SI units whenever possible.

Front Matter

These segments must accompany all manuscript submissions as individual files separate from the blind (author de-identified) manuscript:

- **Title Page:** The title of the manuscript should be focused and succinct. It should not contain abbreviations or words that serve no purpose. It should identify whether the study reports trial or experiment data, or is a systematic review, meta-analysis, replication study, case study, practice forum submission, commentary, editorial, or other form of manuscript. This page should include the authors' names and affiliations (see below). If there is more than one author, one author should be designated as the Submitting Author, and his or her complete address, telephone number, and e-mail address should be included *at the end of* the Authors and Affiliations section of the Title Page.
 - **Authors' Information and Affiliations:** Authors' full first and last names must be provided. The *initials* of any middle names can be added. This information will appear on the Title Page *only*.
 - The [PubMed/MEDLINE standard format](#) is used for affiliations: complete address information including city, zip code, state/province, and country.
- **Commercial Interests, Conflicts of Interest, and Financial Disclosures:** According to The International Committee of Medical Journal Editors, "Authors should avoid entering into agreements with study sponsors, both for-profit and non-profit, that interfere with authors' access to all of the study's data or that interfere with their ability to analyze and interpret the data and to prepare and publish manuscripts independently when and where they choose."

Declarations regarding commercial interests, conflicts of interest, and financial disclosures and funding sources will be reported on the **Commercial Interest, Conflict of Interest, and Financial Disclosure** form. **Each author** must review, sign, and submit the form with the initial manuscript submission.

All authors must disclose all relationships or interests that could inappropriately influence or bias their work. Examples of potential conflicts of interest include but are not limited to financial interests (such as membership, employment, consultancies, stocks/shares ownership, honoraria, grants or other funding, paid expert testimonies, and patent-licensing arrangements) and non-financial interests (such as personal or professional relationships, affiliations, personal beliefs).

Authors encountering a conflict of interest after submission may submit an *updated* Author Commercial Interest, Conflict, and Financial Disclosure form at any time prior to publication, using the manuscript identification number with the submission.

All authors must identify any conflicts of interest. Any personal circumstances or interest that may be *perceived* as inappropriately influencing the representation

or interpretation of reported research results must be disclosed. See below for examples of conflicts that must be disclosed.

- It is **IMPAQTSM** policy to have all authors disclose relationships with any commercial interest that may present a conflict of interest if:
 - (a) the relationship is financial and occurred within the past twelve (12) months; and
 - (b) the author discusses products or services of commercial interest.
- Relevant financial relationships are those relationships in which the author (and/or the author's spouse or partner) benefits in any dollar amount by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interests, excluding diversified mutual funds), compensation in-kind, or other financial benefit. Financial benefits are usually associated with roles such as employment, management positions, independent contractors (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and/or other activities for which remuneration is received or expected.
- Authors are required to report all financial and material support for their research, which includes (but is not limited to) grant support and funding sources, and source of any provision of equipment or supplies. Any role of the funding sponsors in the choice of research project, design of the study, in the collection, analyses or interpretation of data, in the writing of the manuscript, or in the decision to publish the results must be declared. **IMPAQTSM** does not publish studies funded by the tobacco industry. Any projects funded by pharmaceutical or food industries must pay special attention to stating a full and complete declaration of funding source involvement. If there is no role, please state "The sponsors had no role in the design, execution, interpretation, or writing of the study."
- If there is no conflict of interest, please state "The author(s) declare(s) no conflict of interest."
- **CONFLICT OF INTEREST EXAMPLES:**
 - Author A has received research grants from Company A.
 - Author B has received a speaker honorarium from Company X and owns stocks in Company Y.

- Author C has been involved as a consultant and expert witness in Company Z.
- Author D is the inventor of patent X.
- **Authorship Certification:** Each author is required to read and sign the **IMPAQTSM Authorship Certification** form affirming that they have met the Qualification for Authorship criteria, ownership of the copyright, and certifying that the submission and underlying research was not done for an employer or contracted party thereby rendering it work for hire and the copyright ownership thus belonging to the principal employer or contractor.
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 - (b) drafting the manuscript or revising it critically for important intellectual content; and
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 - Conditions (a), (b), and (c) must all be met.
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- **Each author** is required to review, sign, and submit with the manuscript a **Copyright Use Compliance Attestation** form that they have not knowingly violated any copyright or other intellectual property rights or standards.
- **Abstract:** Should be a total of about 200 words maximum (except for Commentaries and Editorials which must contain a Summary Abstract of 50 to 75 words). The format should be a single paragraph and include the following information without headings:
 - (1) *Background* - should describe the question or issue addressed in a broad context and highlight the purpose of the study or manuscript.
 - (2) *Methods* - must briefly describe the main methods or treatments applied. Include any relevant preregistration numbers, and details associated with any test subjects used.
 - (3) *Results* - should summarize the manuscript's main findings.
 - (4) *Conclusion* - must indicate the main conclusions or interpretations of the work of the study.
 - The abstract should be an objective representation of the manuscript and not contain results that are not presented and substantiated in the main text.
 - The abstract must not exaggerate the main conclusions.
- **Keywords:** Keywords specific to the manuscript should be added after the abstract.
 - Choose three (3) to ten (10) pertinent keywords that are specific to the manuscript topic but are relatively common within the subject matter.

Blind (Author De-identified) Manuscript Preparation

Authors must ensure that their manuscript is prepared in a way that does not reveal their identities. To help with this preparation please ensure the following when submitting manuscripts:

- Author names and affiliations do not appear in the main text of the manuscript, and
 - Do not appear in endnotes

- Do not appear in tables, graphs, figures, graphics, or photographs
- Do not appear in Patent information
- Do not appear in supporting or supplementary data or other materials, except where required for the purpose of granting permissions

Original Research Manuscript and Review or Meta-Analysis Required Manuscript Sections:

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