

Manuscript Submission Milestones

Manuscript Writing Tips

- ✓ Adapt existing writing (e.g., IRB protocol, conference abstract) when available for manuscript content
- ✓ Keep an ongoing literature review table (author/year, purpose, design, setting/population, main findings) to be able to easily pull main findings into manuscript
- ✓ Use a citation manager (e.g., Mendeley, Endnote) to format references

Step 1: Manuscript Planning							
Form writing team							
Finalize manuscript summary statement and project/study purpose							
Review potential journals for purpose/scope, article types accepted, impact factor, publishing options							
Select target journal							
Negotiate author order/initial assignments							
Develop manuscript outline based on journal author guidelines							
Step 2: Intro/Background							
Complete brief review/table: articles/refs that provide rationale for problem & gap(s)							
Draft Introduction/Background section							
Revise/refine Introduction/Background							
Step 3: Methods/Results							
Develop Figures/Tables based on findings							
Draft Methods section							
Revise/refine Methods							
Draft Results section							
Revise/refine Results							
Step 4: Discussion/Conclusion							
Complete brief review/table: articles that compare/contrast with manuscript findings							
Draft Discussion section							
Revise/refine Discussion							
Draft Conclusion							
Revise/refine Conclusion							
Step 5: Final Touches							
Draft Title, Abstract, Keywords							
Revise/refine Title, Abstract, Keywords							

Format to journal guidelines							
Prepare supporting documents (e.g., cover letter, author acknowledgement statement, reporting guideline checklist)							
Step 6: Review & Submit							
Send to AAHC Research to Practice Council for review/approval – showmetheevidence@iuhealth.org							
Revise & submit to journal							