**Manuscript Submission Checklist (Last Updated June 2025)**

**1. Document Formatting and Structure**

* Font & Layout:
* Arial, 11 pt
* Double-spaced
* 0.5” margins on all sides
* Text alignment: \*\*Justified\*\*

Required Section Order\*\* (each starts on a new page):

1. Title Page

2. Abstract

3. Introduction

4. Methods

5. Results

6. Discussion

7. Figures (one per page)

8. Tables (one per page)

**2. Supplementary Materials**

- Include additional tables, figures, annotation guides, etc.

- Reference all supplementary items clearly in the main text

* e.g., “See Supplementary Table S2 for feeding class distribution.”\_

**3. Scientific Content**

STAR Methods for all studies (Structured, Transparent, Accessible Reporting):

- Key Resources Table

- Resource Availability: Lead contact, materials availability, data/code access

- Experimental Model and Subject Details\*\*: Humans, animals, cell lines

- Method Details: Reagents, algorithms, procedures

- Quantification and Statistical Analysis

- Additional Information: Software versions, packages, repositories

Study-Type Specific Guidance:

* Qualitative: Clearly describe study design, sampling strategy, interview/focus group protocol, coding/analysis framework.
* Informatics / NLP / Machine Learning: Detail data sources, preprocessing steps, model architecture, evaluation metrics. Provide code availability and structured corpus characteristics (e.g., note length, annotation guidelines).
* Molecular Epidemiology (Dry Lab): Define cohort inclusion/exclusion, exposures, outcomes, covariates. Include batch correction, normalization, QC procedures, and data processing.
* Molecular Epidemiology (Wet Lab): Include cell line/animal source, treatment conditions, reagents, antibodies. Detail sample processing protocols and analytical methods (qPCR, ELISA, Western blot, etc.). Reference reproducibility controls and replicates.

**4. Author Contributions and Ethics**

- Use [**CRediT taxonomy**](https://credit.niso.org/)for contributions.

- Dr. Lemas is both corresponding and senior author unless stated otherwise.

- Include:

- IRB number (e.g., IRB201601899)

- Waiver of informed consent (if applicable)

- Conflict of interest statement

- Data availability statement

**5. Figures and Tables**

Figures

- Each figure starts on its own page.

- Caption below the figure and includes:

- **Bold, informative title**

- Brief description

- One-sentence interpretation of main finding

Tables

- Each table starts on its own page.

- Title is placed above the table, clearly describing its contents

-For huge tables:

- Store in an Excel file

- Each tab is labeled as the corresponding table/figure (Table\_S1, Figure\_S3)

**6. Reviewers and Cover Letter**

- Each manuscript requires we contribute potential Reviewers:

- At least 3

- No recent collaborations or institutional overlap

- Junior researchers preferred

- Cover Letter includes:

- Title of the manuscript

- Summary of novelty

- Fit with the journal

- Reviewer suggestions with rationale

**7. Data and Code Availability**

- Clearly state availability of data and code.

- Include links to GitHub or note availability upon request

\_e.g., “Data available on request; preprocessing code at github.com/yourrepo.”\_

**8. Lab-Specific Policies and Best Practices**

- Use **Justified** alignment throughout manuscript text.

- **Dr. Lemas** is default **corresponding and senior author**.

- Embed **final figures** in the manuscript and **save PowerPoint version** separately.

- Upload all files to GitHub repo at `/documents/manuscript`.

- Follow file naming conventions (nlp\_infantfeeding\_v12\_20250603.docx):

- No spaces

- No capital letters

- Include version and date