ACT Research Program Proposals & Publications Committee:

# Manuscript Checklist and Review Form

The ACT U19 Proposals & Publications (P&P) Committee is responsible for reviewing manuscripts that result from Adult Changes in Thought (ACT) Research Program, including ACT ancillary studies. The P&P Committee review process ensures consistency in how the ACT Program is presented in the literature through exemplary scientific contributions to the field stemming from our research. It ensures that manuscripts remain within the scope of previously approved ACT proposals, and that ACT contributors, collaborators, research volunteers and the research program are appropriately and accurately acknowledged.

**Instructions for authors:**

Please be sure that you have reviewed and appropriately incorporated applicable content from the [Manuscript Acknowledgement Guide](https://actagingresearch.org/download_file/e59f1d9f-50d1-45ad-b824-c29c2ca75c5d/9) and the [Guidelines for Manuscript Development](https://actagingresearch.org/download_file/9120e690-05ae-4b48-bb3e-e7b422789ca2/9). Then complete the author information and checklist below, and submit it with your manuscript files to the P&P Committee at [kpwa.actproposals@kp.org](mailto:kpwa.actproposals@kp.org) for review.

The P&P Committee adheres to a [meeting schedule and submission deadlines](https://actagingresearch.org/collaboration/work-with-us-1/p-p_committee)**.**  Submit your final draft manuscript by the deadline for the next applicable meeting. The P&P Committee will return a disposition to authors within two weeks after the meeting at which it is discussed.

**Manuscript Author Information and Checklist (for Lead Author to complete)**

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| **Lead Author Name:** | | |  | |
| **ACT Proposal Number:** | | | |  |
| **Manuscript Title:** | |  | | |
| **Target Journal:** |  | | | |

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| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |  |
| ☐ | ☐ | ☐ | My manuscript is consistent with the scope of the previously approved ACT proposal referenced above. |
| ☐ | ☐ | ☐ | I have searched the ACT Research Program [Publications Database](https://actagingresearch.org/news-and-results/publications-database) for overlapping and/or complementary projects and cited relevant publications of related prior work. Overlap may include a similar analysis using a similar data set resulting in similar findings. |
| ☐ | ☐ | ☐ | I have described the ACT Research Program, Cohort, and Data Resources in a manner that is consistent with the information in the [Manuscript Acknowledgement Guide](https://actagingresearch.org/download_file/e59f1d9f-50d1-45ad-b824-c29c2ca75c5d/9) and on the [ACT website](https://actagingresearch.org/), as space allows. |
| ☐ | ☐ | ☐ | I have appropriately cited [key, relevant ACT literature](https://actagingresearch.org/resources/key-act-publications) in the methods section. |
| ☐ | ☐ | ☐ | I have included appropriate acknowledgements of ACT grants, website URL, and research volunteers in my final manuscript following guidelines in the [Manuscript Acknowledgement Guide](https://actagingresearch.org/download_file/e59f1d9f-50d1-45ad-b824-c29c2ca75c5d/9). |
| ☐ | ☐ | ☐ | All co-authors have had the opportunity to review the final manuscript and provide comment. |
| ☐ | ☐ | ☐ | All co-authors have participated/contributed in a manner consistent with the [International Council of Medical Journal Editors (ICMJE) requirements](http://icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html). IF N/A or NO PLEASE DESCRIBE: |