

Author Checklist

Authors should ensure completeness of their submission materials prior to submission to *The Permanente Journal*. Submissions that are missing required elements will be delayed in processing and may be returned to authors.

- ✓ Cover letter
- ✓ Title page
 - Title
 - Authors (including degrees)
 - Affiliations
 - Corresponding author's contact information
 - Conflict of interest disclosures (all authors)
 - Funding statement
 - Number of tables, figures, and types and number of supplementary items
 - Word count
 - Keywords
- ✓ Manuscript files, including abstract if required
- ✓ Figure files
- ✓ Table files
- ✓ References

Additional Considerations

You may also need to upload the following information/items:

- ✓ IRB documentation (or an exemption from your IRB if approval is deemed not necessary). IRB documentation is also needed for surveys.
- ✓ Informed consent (do not upload signed informed consent forms; simply make an attestation that informed consent was received. You will be required to store informed consent documentation according to your institution's retention policy.
- ✓ Photographic or videographic consent
- ✓ Permission grants obtained to reproduce materials owned by any third party, including unpublished materials

If you are uncertain whether you need any of these additional items, please contact tpj@kp.org prior to submission.