Flowchart for Submitting JHS Manuscript Proposals, Abstracts and Manuscripts**

Lead Author

Co-Authors

Lead author can be JHS investigator or external investigator. External investigator must involve JHS investigator for submission

Manuscript Proposal

Online submission:
- Completed manuscript proposal form from JHS website
- Compilation of emails from co-authors stating their commitment and approval of submission
- Table of requested variables

PPS approval?

No | Yes

Data Request *

Abstract

Submission 2 weeks prior to conference submission deadline:
- Completed Abstract
- Presentation form
- Compilation of emails from co-authors stating their approval of the abstract

PPS approval?

No | Yes

NHLBI approval? *

Yes

Manuscript

Adhere to anticipated journal guidelines Submission should include:
- Completed manuscript
- Compilation of emails from co-authors stating their approval of the manuscript
- Cover Letter
- Lay Summary
- Data, coding programs and documentation

PPS approval?

No | Yes

NHLBI approval? *

Yes

- Approved manuscript is submitted to journal
- Lead author notifies PPS of submission, journal, and acceptance

Once published, send a reprint/copy of article to JHS PPS

PIs of Ancillary Studies enter here (bypass proposal stage to submit abstract)

* If applicable
* *See JHS Publications and Presentations Procedures

rev.2013Nov14