Procedure for Submitting an ARIC Manuscript

1. Once the lead author and the rest of his or her writing group agree upon the contents of the manuscript, the manuscript must be submitted to the publications committee at aricjhu@jhu.edu. Drs. Moyses Szklo, A. Richey Sharrett and Josef Coresh act as the ARIC study editors. They will also forward the paper to the ARIC Publications Committee, the ARIC Steering Committee, and the Project Office for review.

2. The lead author will send their manuscript to the ARIC editor via email (aricjhu@jhu.edu). The ARIC Publications Committee will only accept electronic copies of manuscripts. The manuscripts should be sent as an email attachment because the manuscript will eventually be circulated to the Steering Committee for review, a primary reviewer, and to CC for statistical review processing.

3. Accompanying the manuscript, the lead author should send a cover letter as well. The cover letter should be addressed to Dr. Richey Sharrett, the ARIC Study Editor, and the ARIC Publications Committee stating that the paper is being submitted for ARIC review and that all the co-authors have reviewed the manuscript and approve of it themselves.

4. Once the editor has received a manuscript, he will send the lead author an email with the following message, "We have received your manuscript # entitled, "..." for review by the ARIC Steering Committee. Please contact us if you do not hear from us in five weeks. Please respond to the following:"

   The editor will send the manuscript to the primary reviewer with a cover letter with a due date, and will send the manuscript to CC to begin the process of assigning a statistical reviewer. He will also send the manuscript to the ARIC Steering Committee members for critical comments along with a cover letter with a due date. The editor will also send a copy of the manuscript to NHLBI for NIH review at ebpdocs@nih.gov.

5. The primary and statistical reviewers have three weeks to return his or her review to the editor by email (aricjhu@jhu.edu).

6. Once all the reviews have been turned in to the editor, he will compile all the comments and suggestions into a letter. The letter will then be sent by email to the lead author of the manuscript along with email attachments of the statistical reviewer’s comments, the primary reviewer’s comments, the statement of acknowledgement of the ARIC staff, and a copy of the policy regarding approval of manuscripts.

7. If the manuscript is accepted in a journal, the author is to provide a copy (preferably electronic) to the CC (aricpub@unc.edu).

8. The ARIC study endorses the NIH Public Access Policy that requests authors submit an electronic version of the author’s final manuscript to the NIH upon acceptance of publication. The manuscript will be made available to the public at the NIH National Library of Medicine’s (NLM) PubMed Central (PMC) after the final date of journal publication. Please see the NIH Public Access Web site (http://www.nih.gov/about/publicaccess/) for more information about the Policy and submission. Authors are encouraged to notify the Coordinating Center via email (aricpub@unc.edu) of their submission status.