

Submission Checklist for Narrative Reviews

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This checklist is designed to ensure authors meet the *Alcohol Research: Current Reviews* (ARCR) requirements for manuscript submission, thereby ensuring more efficient peer review and copyediting processes. Authors must include a completed checklist when submitting their narrative review manuscripts (initial submission).

Authors should refer to the Instructions for Authors on the [ARCR website](#) when drafting their manuscripts. Downloadable Word templates are also available at this site.

If you have any questions about preparing your manuscript, please contact:

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ARCR Manuscript Checklist for Narrative Reviews

Item	Complete?
General Formatting	
Every page is double-spaced and includes page numbers	
Manuscript text is Times New Roman 12	
All lines are numbered in the left margin	
Blinded manuscripts do not include authors' names or affiliations	
Manuscript is organized in the order listed below	
Title Page	
Article title of no more than 15 words	
All authors' first and last names (middle initial optional) and their ORCIDs, if applicable	
Institutional affiliation(s) of the author(s) at the time of the study	
Name, complete mailing address, and email address of corresponding author	
Acknowledgments (grant numbers and other acknowledgments), if applicable	
Separate Disclosure of Interests form submitted for each author	
Abstract ["Abstract" heading not required] 200–400 words with the following headings (all headings are bold and all caps)	
PURPOSE: (context and background information, topics to be covered, and how the review will benefit science, prevention, treatment, and/or health outcomes)	
SEARCH METHODS: (minimum of three databases listed, search terms used, search dates, inclusion/exclusion criteria, no unpublished results described)	
SEARCH RESULTS: (number of articles captured, number of articles included, number of articles excluded)	
DISCUSSION AND CONCLUSIONS: (most salient results, principal conclusions, and review limitations)	
Keywords	
Maximum of eight terms, with one being "alcohol"	
Remaining seven keywords correspond with MeSH terminology	
Body of Review	
6,000 words or fewer	
Each major section begins with a first-level heading	
All headings/subheadings are 50 characters or less	
Introduction (describes rationale and objectives)	
<i>Search methods employed</i>	
Minimum of three databases listed	
Search terms used	
Search dates	
Inclusion/exclusion criteria	
No unpublished results described	

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Item	Complete?
<i>Results of the literature search</i> Number of articles captured	
Number of articles excluded	
Number of articles included	
<i>Results of the reviewed studies</i> New and salient findings	
Limitations of the reviewed studies	
Literature gaps	
Discussion Conclusions of the review	
Review limitations	
Potential future directions	
References Citation numbers in text are superscript. If a complete sentence is cited, place citation number after end punctuation.	
Unpublished data/results are <i>not</i> included	
References are listed in numerical order at the end of the document	
DOIs included for each reference, when applicable	
Figures, Tables, and Boxes Original figures, artwork, and tables (not reproduced in whole from another article)	
Authors obtained permission to reproduce any copyrighted material from each relevant publisher	
<i>Figures/Graphics</i> Numbered, titled, and called out in the body of the manuscript	
Graphics and figures are submitted as a separate file	
Figure captions are included in the Word manuscript following the reference section, and include any source/permission credit	
ARCR color palette used (see downloadable " Instructions for Authors ")	
Photographs are 300 dpi resolution and submitted as separate .PSD, .TIFF, or .JPG file	
<i>Tables</i> Numbered, titled, and referenced in the body of the manuscript	
Included within the Word manuscript after the References section	
<i>Boxes</i> (nontabular content separated from the main text) Included within the Word manuscript after the References section	