

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). All items in the checklist are required unless marked “optional.”

When drafting the manuscripts in Microsoft Word, authors should refer to the Information for Authors, which includes a downloadable Word template, on the [ARCR website](#).

If you have any questions about preparing your manuscript, please contact ARCR Editorial Staff: arcric@iqsolutions.com.

ARCR Manuscript Checklist for Narrative Reviews

Section	Checklist Description (all required)	Line Number(s) Where Reported
ABSTRACT Structured abstract, 200–400 words, using the headings below. (All abstract headings are bold and all caps.)		
PURPOSE	Context and background information	
	Topics to be covered	
	How the review will benefit science, prevention, treatment, and/or health outcomes	
SEARCH METHODS	List of search databases used (minimum of three)	
	Search terms used	
	Date(s) the database searches were conducted	
	Inclusion and exclusion criteria (<i>Note</i> : no unpublished results)	
SEARCH RESULTS	Number of articles captured	
	Number of articles excluded	
	Final number of articles included	
DISCUSSION AND CONCLUSIONS	Most salient results	
	Principal conclusions	
	Review limitations	
KEYWORDS	Maximum of eight terms, with one being “alcohol,” and the rest corresponding with MeSH terminology when possible	
BODY OF REVIEW		
Introduction	Rationale of the review	
	Objectives of the review	
Search methods employed	List of databases searched (minimum of three)	
	Search terms used	
	Date(s) the database searches were conducted	
	Inclusion and exclusion criteria (<i>Note</i> : no unpublished results)	
Results of the literature search	Number of articles captured	
	Number of articles excluded	
	Final number of articles included	
Results of the reviewed studies	New and salient findings	
	Limitations of the reviewed studies	
	Gaps in the literature	
Discussion	Conclusions of the review	
	Review limitations	
	Potential future directions	

ARCR Manuscript Checklist for Narrative Reviews (continued)

All items required unless otherwise noted.		Complete?
General Formatting		
Every page is double-spaced and includes page numbers.		
Manuscript text is Times New Roman 12 pt.		
All lines are numbered in the left margin.		
Article is no more than 6,000 words (not including the abstract, references, and graphics).		
Each major section begins with a first-level heading.		
Each heading and subheading is limited to no more than 50 characters.		
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 Interest form submitted for each author		
References		
Citation numbers in text are superscript and placed after punctuation.		
Unpublished data/results are <i>not</i> included.		
References are listed in numerical order at the end of the document.		
The DOI, if available, is included at the end of each reference.		
Figures, Tables, and Boxes (Optional—Complete only if any of the following are submitted.)		
Only original figures, artwork, and tables are used (i.e., not reproduced in whole from another article).		
If any portion of a figure, table, or other artwork is taken from a previously published article, the authors have obtained permission to reproduce any copyrighted material from each relevant publisher, and have stated such under the graphic (e.g., “Reprinted with permission from…”).		
Figures and Other Graphics	Figures are numbered, titled, and called out in the body of the manuscript (e.g., Figure 1 shows. . .).	
	Graphics and figures are submitted with the manuscript as a separate file.	
	Figure captions are included in the Word manuscript following the reference section, and include any source/permission credit.	
	The ARCR color palette is used. (See downloadable Instructions for Authors.)	
	Photographs are 300 dpi resolution and submitted as a separate file (i.e., .PSD, .TIFF, .JPG).	
Tables	Tables are included after the References section in the Word manuscript.	
	Tables are numbered, titled, and referenced in the body of the manuscript.	
Boxes	Boxes are included after the References section in the Word manuscript.	