

# Perspectives Submission Checklist

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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 Perspective 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 [Perspectives Instructions for Authors](#) on the [ARCR website](#), which includes a downloadable Word template.

If you have any questions about preparing your manuscript, please contact *ARCR* Editorial Staff.  
Email: [arcric@iqsolutions.com](mailto:arcric@iqsolutions.com).

## ARCR Manuscript Checklist for Perspectives (continued)

Section	Checklist Description (all required)	Line Number(s) Where Reported
<b>ABSTRACT</b>		
Structured abstract, 200–400 words, using the headings below. (All abstract headings are bold and all caps.)		
<b>PURPOSE</b>	Context and background information	
	Purpose and need for the Perspective	
<b>ANALYSIS</b>  <b>or</b>	How was supporting evidence found and analyzed	
	Literature search is transparent and reproducible	
	Included articles are recent, primary sources	
<b>SEARCH METHODS AND RESULTS</b> (depending on the topic)	Description of search strategy (databases searched, search terms, inclusion/exclusion criteria)	
	Number of articles captured	
	Number of articles excluded	
	Final number of articles included	
<b>CONCLUSIONS AND IMPLICATIONS</b>	Overview of current research understandings	
	Existing gaps and limitations	
	Promising recent directions	
	How does the manuscript contribute to the field	
<b>KEYWORDS</b>	Maximum of eight terms, with one being “alcohol,” and the rest corresponding with <a href="#">MeSH terminology</a> when possible	
<b>KEY TAKEAWAYS</b>	Three to six bulleted statements covering key aspects of the manuscript that underscore its importance to the field	
<b>BODY OF REVIEW</b>		
Introduction	Rationale of the Perspective	
	Objectives of the Perspective	
	Summary of what will be described in Perspective	
Analysis  <b>or</b>	Description how supporting evidence was found and analyzed	
	Transparent and reproducible literature search ( <i>Note</i> : no unpublished results)	
Search methods and results (depending on topic)	List of databases searched (more than one recommended)	
	Search terms used	
	Date(s) the database searches were conducted	
	Inclusion and exclusion criteria	
	Number of articles captured	
	Number of articles excluded	
Discussion	Final number of articles included	
	Current research understandings	
	Existing gaps and limitations	
	Promising future directions; how does manuscript contribute to the field	

## ARCR Manuscript Checklist for Perspectives (continued)

All items required unless otherwise noted.	Complete?	
<b>General Formatting</b>		
Every page is double-spaced and includes page numbers.		
Manuscript text is Aptos 11 pt.		
All lines are numbered in the left margin.		
Article is no more than 3,000 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.		
<b>Title Page</b>		
Article title of no more than 15 words; contains the word "Perspective"		
All authors' first and last names (middle initial optional) and their ORCID, 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 <a href="#">Disclosure of Interest form</a> submitted for each author		
<b>References</b> (recommended limit of 75 citations)		
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.		
<b>Figures, Tables, and Boxes</b> (Optional—complete only if any of the following are submitted.)		
No more than two display items (figures, tables, boxes) are included		
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 <a href="#">Perspectives Instructions for Authors</a> )	
	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.	