

# Scoping Reviews Submission Checklist

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This checklist, alongside the guidelines outlined by Preferred Reporting Items for Systematic reviews and Meta-Analyses ([PRISMA](#)) Extension for Scoping Reviews, 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 copy of this checklist and the [PRISMA checklist](#) when submitting their scoping review manuscripts (initial submission). **Note that all items in BOTH checklists are required. Manuscripts will fail Technical Check and will be returned if all required items are not included. Items pertaining to visual elements are required only if these items are submitted with the manuscripts. Otherwise, select N/A.**

When drafting the manuscripts in Microsoft Word, authors should follow guidelines outlined by PRISMA and refer to the style guide within the [Narrative and Scoping Reviews Instructions for Authors](#) on the [ARCR website](#), which includes a downloadable Word template. There are no word or reference limits for scoping reviews.

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

## ARCR Manuscript Checklist for Scoping Reviews

Formatting Requirements <b>(All items are REQUIRED unless otherwise noted.)</b>	Complete?	
<b>General Formatting</b>		
Every page is double-spaced and includes page numbers.		
Manuscript text is Arial 11 pt.		
All lines are numbered in the left margin.		
Each major section begins with a first-level heading.		
Each heading and subheading is limited to no more than 50 characters.		
Grammar and spelling have been checked; language is understandable for researchers who are not experts in the field.		
<b>Title Page</b>		
Article title of no more than 15 words; contains the term “Scoping Review”		
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 <a href="#">Disclosure of Interest form</a> submitted for each author		
<b>References (No recommended limit)</b>		
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.		
References are formatted and organized according to the specifications in the downloadable <a href="#">Narrative and Scoping Reviews Instructions for Authors</a> .		
<b>Figures, Tables, and Boxes</b>		
<b>Check “complete” if any of the following elements are submitted; otherwise, select N/A</b>	<b>Complete?</b>	<b>N/A</b>
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.	

### ARCR Manuscript Checklist for Scoping Reviews (continued)

<b>Check “complete” if any of the following elements are submitted; otherwise, select N/A</b>		<b>Complete?</b>	<b>N/A</b>
Figures and Other Graphics (continued)	The ARCR color palette Arial font is used. (See downloadable <a href="#">Narrative and Scoping Reviews 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.		