

## MMWR Author Submission Checklist

Corresponding Author:

Date:

Proprietary and Ethical Considerations	Affirm	N/A
Authors acknowledge that if their report is accepted for publication in the <a href="#">MMWR</a> , CDC will commit the report to the public domain and will allow its contents to be used and reprinted without permission.	<input type="checkbox"/>	<input type="checkbox"/>
To the extent allowed by law, authors have obtained all appropriate written permissions to allow the submitted report to be published by the United States Government in <i>MMWR</i> and committed to the public domain. This includes written permission from publishers of any copyrighted text boxes, figures, or tables that will be reprinted or adapted in an <i>MMWR</i> report.	<input type="checkbox"/>	<input type="checkbox"/>
Authors have obtained appropriate written permissions from any persons identifiable in photographs, case descriptions, or pedigrees for the use of their information and/or image in the report to be published and committed to the public domain.	<input type="checkbox"/>	<input type="checkbox"/>
Authors have obtained appropriate written permissions from persons named in personal communications (oral or written), stating that they agree to be named in the report to be published and committed to the public domain and that the information cited is accurate and (as applicable) retrievable. Such written permissions should be uploaded to <i>MMWR</i> ScholarOne Manuscripts as part of the report submission.	<input type="checkbox"/>	<input type="checkbox"/>
This report (or one with substantially similar content written by the authors) has not been published and is not being considered for publication elsewhere.	<input type="checkbox"/>	<input type="checkbox"/>
For reports with CDC authors, <a href="#">Evidence of Clearance</a> has been included with submission.	<input type="checkbox"/>	<input type="checkbox"/>
Non-CDC authors from U.S. state or international governmental agencies have advised the state epidemiologist or the Ministry of Health, as appropriate, of their submission.	<input type="checkbox"/>	<input type="checkbox"/>
The International Committee of Medical Journal Editors (ICMJE) <a href="#">Disclosure of Interest form</a> has been completed for each author individually named on the byline and uploaded to <i>MMWR</i> ScholarOne Manuscripts as part of the submission.	<input type="checkbox"/>	<input type="checkbox"/>
Corresponding author has ensured that all authors have identified and addressed ethical considerations (e.g., IRB review, disclosure of conflicts, reporting of relevant financial considerations, and review of report to identify possible research misconduct).	<input type="checkbox"/>	<input type="checkbox"/>

Authorship and Acknowledgments	Affirm	N/A
All named authors meet authorship criteria provided in <a href="#">guidance from ICMJE</a> .	<input type="checkbox"/>	<input type="checkbox"/>
The corresponding author is the primary contact for communicating with <i>MMWR</i> staff. The corresponding author is responsible for reviewing and responding to the comments in the edited drafts and proofs provided by <i>MMWR</i> editors and approving the report prior to publication.	<input type="checkbox"/>	<input type="checkbox"/>
Authors acknowledge if artificial intelligence (AI)-assisted technologies (e.g., Large Language Models, chatbots, or image creators) were used in developing report. Authors have described use of AI in cover letter and in report; confirmed no plagiarism in report, tables, and images; and confirmed appropriate attribution of all quoted material, including full citations.	<input type="checkbox"/>	<input type="checkbox"/>
If errata are identified after publication, the corresponding author will notify <i>MMWR</i> and provide cleared content for publication in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
Written permission has been obtained and archived from all persons listed as authors of this report that they agree to be named in the report to be published and committed to the public domain.	<input type="checkbox"/>	<input type="checkbox"/>
Written permission has been obtained and archived from all persons listed in the Acknowledgments that they agree to be named in the report to be published and committed to the public domain.	<input type="checkbox"/>	<input type="checkbox"/>
All author contact information is up-to-date in <i>MMWR</i> ScholarOne Manuscripts.	<input type="checkbox"/>	<input type="checkbox"/>
If authors have previously discussed the proposed report with the <i>MMWR</i> editors, this discussion is mentioned in the cover letter.	<input type="checkbox"/>	<input type="checkbox"/>
Report Formatting	Affirm	N/A
Authors have carefully reviewed and complied with the report type and formatting guidance, including use of headings provided in the <a href="#">Instructions for Authors</a> .	<input type="checkbox"/>	<input type="checkbox"/>
Authors have reviewed recent <a href="#">MMWR Weekly reports</a> on the same or similar topics for basic format and style.	<input type="checkbox"/>	<input type="checkbox"/>
The report does not exceed the maximum word count for the type of report submitted, or the rationale to exceed the word count is provided in the cover letter.	<input type="checkbox"/>	<input type="checkbox"/>
Report text is double-spaced and left justified (ragged right margin) and pages are numbered.	<input type="checkbox"/>	<input type="checkbox"/>
References follow the style of ICMJE Recommendations summarized by the <a href="#">National Library of Medicine</a> and have been checked for accuracy and completeness. References are cited in the text in sequential order and “callouts” in text are indicated by an italic number in parentheses. Number of references do not exceed the maximum for the report type.	<input type="checkbox"/>	<input type="checkbox"/>
Author names have been provided in the <i>MMWR</i> format. Only the highest academic degrees (not certifications) have been listed, at the master’s level or higher. When an author has two degrees at the same level (e.g., MD, PhD, or MS, MPH) both have been listed. Degrees have been followed by a superscripted numeral corresponding to the affiliation. Numerals are listed in sequential order.	<input type="checkbox"/>	<input type="checkbox"/>
Affiliations for authors have been provided in the <i>MMWR</i> format. No more than two affiliation sublevels (e.g., division, center) have been listed. The corresponding author is listed in the appropriate location and format.	<input type="checkbox"/>	<input type="checkbox"/>

Report Formatting (continued)	Affirm	N/A
Footnote “callouts” have been indicated in the text with the correct sequential symbols. Footnotes are grouped as “plain text” endnotes beneath the references in the submission. No reference manager or footnote/endnote programs or Word features are included in the submission.	<input type="checkbox"/>	<input type="checkbox"/>
Number of footnotes do not exceed the maximum for the report type. Length of each footnote is ≤80 words and length of all footnotes combined is ≤700 words.	<input type="checkbox"/>	<input type="checkbox"/>
Table and figure titles are descriptive and complete, including the who, what, where, and when of the data being presented, so that a reader can understand what the data represent without reading the text.	<input type="checkbox"/>	<input type="checkbox"/>
Number of figures, tables, and boxes included with submission do not exceed the maximum for the report type.	<input type="checkbox"/>	<input type="checkbox"/>
Tables have been submitted in the format described in the <a href="#">Instructions for Authors</a> . Tables have been submitted as separate files and not embedded in the text.	<input type="checkbox"/>	<input type="checkbox"/>
Figures have been submitted in the format described in the <a href="#">Instructions for Authors</a> . Maps have been submitted in one of the proper editable formats. Figures have been submitted as separate files and not embedded in the text.	<input type="checkbox"/>	<input type="checkbox"/>
Bar and line graphs have linked, underlying data tables.	<input type="checkbox"/>	<input type="checkbox"/>
Files created by vector programs have been used for accurately plotting and maintaining data points. <i>MMWR</i> is unable to use file formats native to statistical software applications to prepare figures for publication; most statistical software programs allow users to save or export files in digital vector formats.	<input type="checkbox"/>	<input type="checkbox"/>
Acceptable file formats for figures have been used: Adobe Illustrator (.ai), .eps, PowerPoint (.ppt), Excel (.xls), .wmf, Word (.docx editable not pasted into), .svg, and .pdf.	<input type="checkbox"/>	<input type="checkbox"/>
Pie charts or 3D graphs are not used.	<input type="checkbox"/>	<input type="checkbox"/>
Summary box has been submitted in the format described in the <a href="#">Instructions for Authors</a> . Length of summary box does not exceed 121 words, including the three question headers.	<input type="checkbox"/>	<input type="checkbox"/>