

## EMERGENCY MEDICINE NETWORK (EMNet) MANUSCRIPT CHECKLIST

The EMNet Manuscript Checklist is to be completed before journal submission of any manuscript that required significant involvement of the EMNet Coordinating Center staff or the use of other EMNet resources (e.g., data acquired by EMNet). If the significance of EMNet’s involvement is uncertain, this will be evaluated on a case-by-case basis by the first/senior author(s) of the manuscript and the EMNet Division Chief, Carlos Camargo.

For every manuscript submission (and resubmission to a *different* journal), the Corresponding Author must complete the manuscript checklist and email it – along with a copy of the manuscript (text, tables, figures) to three EMNet staff: Carlos Camargo ([ccamargo@partners.org](mailto:ccamargo@partners.org)), Ashley Sullivan ([afsullivan@partners.org](mailto:afsullivan@partners.org)), and Janice Espinola ([espinola@helix.mgh.harvard.edu](mailto:espinola@helix.mgh.harvard.edu)).

Title:

Journal for Planned Submission:

First Author:

Senior Author:

Corresponding Author:

**1. Is this the first submission of this manuscript, either in part or as a whole, to a journal?**

- Yes    No (list every journal the manuscript has been previously submitted to, including the month/year of the first submission to each journal)

Journal:	<input type="text"/>	Date:	<input type="text"/>
Journal:	<input type="text"/>	Date:	<input type="text"/>
Journal:	<input type="text"/>	Date:	<input type="text"/>

**2. Please check all data sources used in the preparation of this manuscript.**

- AHA    AHRQ (HCUP)    BRFSS    CMS-Medicare    MARC    MGH Birth Cohort  
 NEDI-State    NEDI-USA    NAMCS/NHAMCS/NHANES/NHDS    Other:

**3. If a Data Use Agreement (DUA) was required by the data distributor, are results presented in a manner consistent with the relevant DUA (see attached Table)?**

- Yes    No (discuss with Janice Espinola)    NA

**4. Does the journal require that data used for the preparation of this manuscript be shared (e.g., with the journal, for public posting)? If “yes,” please provide a detailed description of the journal’s data sharing requirement in the Comments box (#11).**

- Yes    No

5. Have all grants that contributed funding been cited?

Yes No/Not sure (discuss with Carlos Camargo or Ashley Sullivan) NA

6. Have all co-authors reviewed and approved this final manuscript?

Yes No (please describe below any exceptional circumstance)

7. If MARC-35 or MARC-43 data were used for this manuscript, has Alkis Togias (NIAID/NIH) been provided a copy of the manuscript for his edits/comments before journal submission?

Yes No (discuss with Carlos Camargo) NA

8. If sponsor requires manuscript review prior to submission (e.g., industry grant), has sponsor been provided a copy of the manuscript for their edits/comments before journal submission?

Yes No (discuss with Carlos Camargo) NA

9. If federal funds involved in the research, which co-author will ensure that the manuscript is registered with PubMed Central (PMCID)?

10. Has this research been approved by an IRB?

Yes No (please describe below any exceptional circumstance)

11. Additional comments or information?

.....  
**INTERNAL USE** – Review within 2 business days

• Date received Manuscript Checklist and manuscript copy:

• Submission approved by: Date approved:

**Table.** Data Use Agreement Requirements by Data Source

<b>Data Source</b>	<b>Data Use Agreement Requirements for Data Reporting</b>
AHA	Permitted Use(s) specific for each contract; data reporting in aggregate format - no individual hospital can be reported
AHRQ (HCUP) - All Nationwide Databases, SID & SEDD	≤ 10 counts cannot be reported in table(s) and/or figure(s)*
BRFSS	< 50 counts cannot be reported in table(s) and/or figure(s)*
CMS - Medicare	≤ 10 counts cannot be reported in table(s) and/or figure(s)*
MGH Birth Cohort (includes data from the Massachusetts Department of Public Health)	≤ 5 counts cannot be reported in table(s) and/or figure(s)*
NAMCS, NHAMCS, NHANES, NHDS	< 30 counts cannot be reported in table(s) and/or figure(s)*; also, check annual documentation files - may differ possibly by survey year because of sample size, sample design, and content

\*When possible, attempt collapsing low-count categories to create larger groups

For additional information on various Data Systems and corresponding cell suppression policies:  
[www.cdc.gov/nchs/data/statnt/statnt24.pdf](http://www.cdc.gov/nchs/data/statnt/statnt24.pdf)

If you have questions about any of these requirements, please discuss with Janice Espinola.