

MMWR Serial Publications Author Submission Checklist

Proprietary Considerations	Affirm
Authors acknowledge that if their report is accepted for publication in the Morbidity and Mortality Weekly Report (MMWR) , CDC will commit the report to the public domain and will allow its contents to be used and reprinted without permission. Citation as to source, however, is appreciated.	<input type="checkbox"/>
To the extent allowed by law, authors agree that they 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"/>
Authors agree to obtain 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"/>
Authors agree to obtain 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"/>
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"/>
The Instructions for Authors for <i>MMWR</i> Serial Publications have been carefully reviewed, with particular attention to Clearance requirements. For reports with CDC authors, Evidence of Clearance has been included with submission. For reports with only non-CDC authors, <i>MMWR</i> will facilitate and confirm clearance by the appropriate CDC center(s) before publication.	<input type="checkbox"/>
Non-CDC authors have advised the state epidemiologist or the Ministry of Health, as appropriate, of their submission.	<input type="checkbox"/>
The International Committee of Medical Journal Editors (ICMJE) Conflict of Interest Form has been completed for each author and uploaded to <i>MMWR</i> ScholarOne Manuscripts as part of the submission. NOTE: If there is a group author on the byline, persons listed in the group will be indexed in PubMed as contributors rather than authors, and no ICMJE form is necessary for those persons.	<input type="checkbox"/>
Authors have disclosed all funding, other financial and material support, and the funder's role (e.g., development of report, analysis and involvement in the publication process) in the report's Acknowledgments.	<input type="checkbox"/>
Corresponding author is the primary contact for approving the report prior to publication, as well as reviewing, and responding to the comments in the edited drafts and proofs provided by <i>MMWR</i> editors, and responding to CDC Media Relations.	<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"/>

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). In general, <i>MMWR</i> follows guidance from the Committee on Publication Ethics (COPE), Guidelines on Good Publication Practice and ICMJE’s Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals . If you have any questions about ethical considerations or reporting disclosures (conflicts of interest or funding sources/ funder role), please contact the Executive Editor prior to submitting your report.	<input type="checkbox"/>
---	--------------------------

Authorship and Acknowledgments	Affirm
All authors and contributors meet criteria for CDC Authorship Policy and guidance from ICMJE , and all persons who made substantial contributions to this work but who did not fulfill the authorship criteria are named in the Acknowledgments. <i>MMWR</i> follows U.S. National Library of Medicine guidance for designating authorship and other contributions in MEDLINE.	<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"/>
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"/>
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"/>
All author contact information is up-to-date in <i>MMWR</i> ScholarOne Manuscripts.	<input type="checkbox"/>
Formatting, References, Figures, Word Count, Units of Measure	Affirm
If authors have previously discussed the proposed report with the <i>MMWR</i> editors, this is described in the cover letter.	<input type="checkbox"/>
Authors have complied with guidance provided in the Instructions for Authors .	<input type="checkbox"/>
Authors have reviewed recent <i>MMWR</i> Recommendations and Reports , Surveillance Summaries , or Supplements on the same or similar topics for basic format and styles.	<input type="checkbox"/>
All pages are double-spaced, numbered, and left justified (ragged right margin).	<input type="checkbox"/>
All references are cited in the text in sequential order, comply with ICMJE Uniform Requirements , and have been checked for accuracy and completeness. Reference “callouts” in text must be indicated by an italic number in parentheses. Number of references do not exceed the maximum for the type of submission. Ex.: “Advances in water management and sanitation have substantially reduced waterborne disease in the United States, although outbreaks continue to occur (<i>I</i>).”	<input type="checkbox"/>
Author names have been provided in the format shown in the following example. 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. Ex.: “Karlyn D. Beer, PhD ^{1,2} ; Julia W. Gargano, PhD ² ; Preeta K. Kutty, MD ³ ; Elizabeth D. Hilborn, DVM ⁴ ; Jonathan S. Yoder, MPH, MSW ² ”	<input type="checkbox"/>

Report Formatting (continued)	Affirm
<p>Affiliations for authors have been provided in the format shown in the following example. No more than two affiliation sublevels (e.g., division, center) have been listed. The corresponding author is listed in the appropriate location and format.</p> <p>Ex.: ¹Epidemic Intelligence Service, CDC; ²Division of Foodborne, Waterborne, and Environmental Diseases, National Center for Emerging and Zoonotic Infectious Diseases, CDC; ³Division of Bacterial Diseases, National Center for Immunization and Respiratory Diseases, CDC; ⁴U.S. Environmental Protection Agency.</p> <p>Corresponding author: Karlyn Beer, kbeer@cdc.gov, 404-718-1151.”</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>Tables have been submitted in the formats described in the Instructions for Authors. Tables can be embedded in the text.</p>	<input type="checkbox"/>
<p>In tables, confidence intervals have been headed with (95% CI), and parentheses also placed around each value in the column. Footnote symbols are placed sequentially in the table, beginning with the title and then moving from left to right, row by row in the table.</p>	<input type="checkbox"/>
<p>Each table and figure has a “complete” title, such that a reader can have a general understanding of what the data represent without reading the text.</p> <p>Ex.: “TABLE 1. Waterborne disease outbreaks associated with drinking water (N = 32), by state/jurisdiction and month of first case onset — Waterborne Disease and Outbreak Surveillance System, United States, 2011–2012”</p>	<input type="checkbox"/>
<p>Figures have been submitted in the formats described in the Instructions for Authors. Figures should be submitted in a separate file and not embedded in the text. Maps have been submitted in one of the proper editable formats.</p>	<input type="checkbox"/>
<p>For figures, all footnote symbols have been placed in the title. New process requirements do not permit placement of footnote symbols within figures</p>	<input type="checkbox"/>