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| Harvard Kennedy School Misinformation Review[[1]](#footnote-1) Month 20XX, Volume #, Issue #Creative Commons Attribution 4.0 International ([CC BY 4.0](https://creativecommons.org/licenses/by/4.0/))Reprints and permissions: [misinforeview@hks.harvard.edu](http://misinforeview@hks.harvard.edu) DOI: <https://doi.org/xx.xxx/yyyy>Website: <https://misinforeview.hks.harvard.edu>*[Do not remove this part; the information will be added in production]* |  |

*Research Note*

# Research note title: Subtitle [Heading 1: 19-point Calibri]

Insert the article lead here. Do not include footnotes and material that requires citations. The article lead should be italicized. Like the main text, the lead should be fully justified 11-point Calibri. This formatting is completed automatically by selecting the text style labeled as “\*ArticleLeadStyle:” Highlight the text you would like to format and select the corresponding style (the style set can be found under the “Home” section and is listed as “Styles”). Note that this template is for formatting purposes only.

*[Leave this section as is for the double-blind peer review process (anonymized, fully justified 9-point Times New Roman); the information will be added in production]*

Authors: First Name Last Name (1), First Name Last Name (2)

Affiliations: (1) Division in Organization, Affiliated Organization, Country, (2) Division in Organization, Affiliated Organization, Country

How to cite: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Harvard Kennedy School (HKS) Misinformation Review*, *Volume #*(Issue #).

Received: Month Xth, 20XX. Accepted: Month Xth, 20XX. Published: Month Xth, 20XX.

## Research questions [Heading 2: 16-point Calibri]

* Insert your research question here. Use the text style labeled as “\*ListBulletStyle.”
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## Research note summary [Heading 2: 16-point Calibri]

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## Implications [Heading 2: 16-point Calibri]

The opening paragraph has no indentation. This indenting is completed automatically by selecting the text style labeled as “\*FirstParagraphOfSectionStyle.” All paragraphs in the article should consist of three sentences or more.[[2]](#footnote-2) This rule is demonstrated by the paragraph you are currently reading. All in-text citations must follow the 7th Edition of APA Manual of Style. More information on APA 7 in-text citation guidelines can be found in our [Guidelines for References and Citations](https://misinforeview.hks.harvard.edu/guidelines-for-citations--references/) and at the [Purdue Online Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html).

The second and subsequent paragraphs in sections are indented by .25 inches. This indenting is completed automatically when using “\*SubsequentParagraphOfSectionStyle.” All paragraphs in the article should consist of three sentences or more. This rule is demonstrated by the paragraph you are currently reading.

### Section subheading [Heading 3: Italicized 11-point Calibri]

Heading 3 is used for sections within the main section headings. The opening paragraph has no indentation. This indenting is completed automatically by selecting the text style labeled as “\*FirstParagraphOfSectionStyle.” All paragraphs in the article should consist of three sentences or more. This rule is demonstrated by the paragraph you are currently reading.

The second and subsequent paragraphs in sections are indented by .25 inches. This indenting is completed automatically when using “\*SubsequentParagraphOfSectionStyle.” All paragraphs in the article should consist of three sentences or more. This rule is demonstrated by the paragraph you are currently reading.

## Findings [Heading 2: 16-point Calibri]

### Finding 1: Insert Finding 1 here. [Heading 3: Italicized 11-point Calibri]

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If used, block quotations should be indented by .5 inches, should not include quotation marks, and should end with a parenthetical citation after the period. Block quotes should be used when quoting 40 words or more. (Author Last Name, year published, page number when available). Use the text style labeled as “\*BlockQuoteStyle.”

### Finding 2: Insert Finding 2 here. [Heading 3: Italicized 11-point Calibri]

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Figure 1. The figure number and caption (9-point Calibri) should be center aligned, bold, and italicized; this formatting is completed automatically by selecting the text style labeled “\*FigureCaptionStyle.” If you would like to provide additional context, please use regular italics.

The paragraph following a figure has no indentation (“\*FirstParagraphOfSectionStyle”). The second and subsequent paragraphs in sections are indented by .25 inches (“\*SubsequentParagraphOfSectionStyle”). All paragraphs in the article should consist of three sentences or more. This rule is demonstrated by the paragraph you are currently reading.

For each figure, please provide a descriptive caption below the figure. Please also be prepared to submit separate high-resolution PNG or JPEG files of all figures in the main text image (note: images must be at least 1600 inches wide to display well on our website; multi-part figures must be submitted as *one* image).

**Table 1.** The table caption (11-point Calibri) should be center aligned and italicized (note: only the table number is bold); this formatting is completed automatically by selecting the text style labeled as “\*TableCaptionStyle.”

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable** | **Factor 1** | **Factor 2** | **Uniqueness** |
| Worked from home | -0.164 | 0.733 | 0.437 |
| Avoided bars, restaurants, and crowds | 0.767 | -0.001 | 0.412 |
| Avoided grocery stores at peak times | 0.601 | 0.210 | 0.595 |
| Avoided in-person contact | 0.707 | 0.068 | 0.495 |
| Stocked up on provisions | 0.258 | 0.404 | 0.770 |
| Kept distance of two metres | 0.767 | -0.001 | 0.412 |
| Switched to virtual meetings | 0.266 | 0.662 | 0.492 |

*Note: Provide additional context below the table as demonstrated here (9-point Calibri, center aligned, and italicized).*

The paragraph following a table has no indentation (“\*FirstParagraphOfSectionStyle”). The second and subsequent paragraphs in sections are indented by .25 inches (“\*SubsequentParagraphOfSectionStyle”). All paragraphs in the article should consist of three sentences or more. This rule is demonstrated by the paragraph you are currently reading.

For each table, please provide a descriptive caption above the table. If you have more than one table, please use the same format for each table. Like the main text, tables should not exceed the page margins (1-inch margins on all sides).

## Methods [Heading 2: 16-point Calibri]

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If you need more space to describe your methodology, please submit a separate appendix. Supplemental appendices should be included in the manuscript file (after the Data Availability statement) and will have to be submitted as separate Word files in production (to be made available on the website under the web version of the article). Our appendix template can be downloaded [here](https://misinforeview.hks.harvard.edu/wp-content/uploads/2021/04/HKSMR_Appendix_Template.docx).

## Bibliography [Heading 2: 16-point Calibri]

References should be listed here and must follow the 7th Edition of APA Manual of Style. In order to comply with the APA 7 author-date system, we ask that references are formatted in alphabetical order.

A list of examples for formatting different kinds of publications in APA 7 can be found in our [Guidelines for References and Citations](https://misinforeview.hks.harvard.edu/guidelines-for-citations--references/) and at the [Purdue Online Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html).

Please include DOIs as URLs, where possible.

Utilize the text style labeled as “\*ReferencesTextStyle” to automatically format this list with a hanging indent and the appropriate spacing and alignment (note: the bibliography is left aligned, not fully justified).

*[Please start this section on a new page without using page breaks]*

#### Acknowledgements (optional)

State your acknowledgements.

#### Authorship (optional)

State equal author contributions.

#### Funding

State all sources of funding for your research. If no funding has been received, please state that “No funding has been received to conduct this research.”

#### Competing interests

State any potential conflicts of interest of each author.If no conflicts of interest exist, please state that “The author(s) declare(s) no competing interests.”

#### Ethics

Indicate whether the research protocol employed was approved by an institutional review board or ethics committee for human or animal experiments. State whether human subjects provided informed consent. When ethnicity/gender are reported, define who determined ethnicity/gender categories, whether the options were defined by the investigator and, if so, what they were and why ethnicity/gender are considered important in the study.

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#### Data availability

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## Appendix: Title [Heading 2: 16-point Calibri]

Please include all supplemental materials here. A separate appendix should be used for each distinct topic or set of data and always have a descriptive title. If you have more than one appendix, label these alphabetically (e.g., Appendix A, Appendix B, etc., followed by the title).

The formatting of the appendix should be the same as the formatting of the main text. The font should be 11-point Calibri and the text should be fully justified. The opening paragraph has no indentation. The second and subsequent paragraphs are indented by .25 inches.

**Table 1.** The table caption (11-point Calibri) should be center aligned and italicized (note: only the table number is bold). If you have more than one table, please use the same format for each table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Variable** | **Domestic sources** | **Foreign sources** | **Conservative sources** | **Liberal sources** | **General sources** |
| Presumed influence on oneself | 0.84 | 0.84 | 0.85 | 0.85 | 0.85 |
| Presumed influence on voters | 0.84 | 0.86 | 0.90 | 0.86 | 0.83 |

*Note: Provide additional context below the table as demonstrated here (9-point Calibri, center aligned, and italicized).*



Figure 1. The figure number and caption (9-point Calibri) should be center aligned, bold, and italicized. If you would like to provide additional context, please use regular italics.

Please note that you will be asked to copy your appendix into our [appendix template](https://misinforeview.hks.harvard.edu/wp-content/uploads/2023/08/HKSMR_Appendix_Template_2023.docx) once your manuscript is in production. This document will be uploaded to our website (under the web version of the article). If you have more than one appendix, please be prepared to send a separate file for each appendix.

1. *A publication of the Shorenstein Center on Media, Politics and Public Policy at Harvard University, John F. Kennedy School of Government.* [↑](#footnote-ref-1)
2. If you are using the footnote system to provide supplemental information, use the footnote function in Microsoft Word (found under the “References” section) and to keep footnotes in 9-point Times New Roman (center aligned). Only the first footnote (“A Publication of the Shorenstein Center...”) is to be italicized. This formatting is completed automatically by selecting the text style labeled as “\*FootnoteStyle.” [↑](#footnote-ref-2)