

American Journal of Medicine Guide for Authors: Required Components for AJM Submission (9/3/08)

Thank you for considering **The American Journal of Medicine**. Please use the following instructions as a guide. When formatting your manuscript for submission, also please refer to a recent issue of the Journal to view the types of articles that are accepted for each section. The editors reserve the right to move your manuscript to a section for which it is better suited.

Submissions that do not conform to the Journal's specifications for word limit and/or format may be sent back to the author for correction before peer review.

Although there is a designated word limit for each type of submission to AJM, authors may be asked to shorten their text. AJM editors prefer tightly written articles. Longer, more scientific articles may be published online in their entirety, with only an abstract printed in the journal. There is no designated table or figure limit, but please include only the data and images that are necessary to illustrate the manuscript.

All manuscripts must be submitted through the Journal's online submission and review system available at <http://www.ees.elsevier.com/ajm>. No paper or e-mail submissions will be accepted. Technical support for authors is available.

Clinical Research Study

Abstract	Structured abstract required (purpose or background, methods, results, conclusions). The maximum word count for structured abstracts is 250 words. If your manuscript is accepted for AJM Online, only the abstract will be printed in the journal. Please make sure that your abstract concisely explains your manuscript.
Word limit	3000 words, including abstract, text, and acknowledgements, but NOT including tables, references, or the title page. Please limit the number of references to approximately 40.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Clinical Significance	In a separate document, include a maximum of 3-4 bullet points that succinctly and specifically explain the clinical significance of your manuscript. Bullets should provide readers with your manuscript's "take home" messages for practicing internists. Do not restate information that would be considered common knowledge. Do not call for additional research in this area. (Maximum 70 words.)
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	The manuscript should focus on new research that is clinically relevant to the practicing internist. To qualify as a Clinical Research Study, the manuscript must detail research that involved more than 100 subjects. Studies with 100 or fewer subjects should be submitted as Brief Observations. If your manuscript is a case study, it should be submitted as a Clinical Communication to the Editor. Meta-analyses should be submitted as Clinical Research Studies.
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations.
Line Art Figures	Line art figures can be submitted in Microsoft Word or Power Point. Any type that is included in a figure must be at least 12 point but not more than 14 point. Similar figures should be formatted in the same fashion.
Tables/ Figures	No table or figure limit (within reason). The editors reserve the right to require deletion of tables or figures that are deemed unnecessary.
Other	Manuscript titles should be 8-10 words or less.
	Avoid overuse of acronyms in the text. Use only well-known acronyms (ie, HIV, STD, CT, MRI, DNA, etc.) Manuscripts with an overabundance of acronyms will be sent back to the author for correction.
	Use style guide of the American Medical Association as a reference.
	Double space all text.
	Superscript all references in text.
	Make sure all references are used in the text.
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	Manuscripts may be accepted for print or online only publication. The editors will determine the format.

Review

Abstract	Unstructured abstract is required. The maximum word count is 175 words. If your manuscript is accepted for AJM Online, only the abstract will be printed in the journal. Please make sure that your abstract concisely explains your manuscript.
Word limit	3000 words, including abstract, text, and acknowledgements, but NOT including tables, references, or the title page. Please limit the number of references to approximately 40.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Clinical Significance	In a separate document, include a maximum of 3-4 bullet points that succinctly and specifically explain the clinical significance of your manuscript. Bullets should provide readers with your manuscript's "take home" messages for practicing internists. Do not restate information that would be considered common knowledge. Do not call for additional research in this area. (Maximum 70 words.)
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Focus the review on a topic that is clinically relevant to the practicing internist. Reviews should include information that will help physicians improve patient care, augment patient education, incorporate quality guidelines into their practices, or initiate practice change. Meta-analyses should be submitted as Clinical Research Studies.
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Color photographs and illustrations will be printed free of charge with these types of manuscripts.
Line Art Figures	Line art figures can be submitted in Microsoft Word or Power Point. Any type that is included in a figure must be at least 12 point but not more than 14 point. Similar figures should be formatted in the same fashion. Color figures will be printed free of charge with these types of manuscripts. When identifying colors for figures, keep in mind that the Journal's primary color is green and choose a compatible color.
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Updates in Office Management

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Word limit	1750 words including abstract, text, references, and acknowledgements but not the title page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Updates in Office Management should provide practical, clinical material to the practicing internist in an office or hospital setting.
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Limit: 4 tables, figures, photographs <i>or</i> illustrations.
Line Art Figures	Line art figures can be submitted in Microsoft Word or Power Point. Any type that is included in a figure must be at least 12 point but not more than 14 point. Similar figures should be formatted in the same fashion. Limit: 4 tables, figures, photographs <i>or</i> illustrations.
Tables/ Figures	Updates in Office Management should include at least 1 table with clinical advice regarding diagnosis, treatment and/or management of the condition described in the manuscript. Limit: 4 tables, figures, photographs <i>or</i> illustrations.
Other:	Manuscript titles should be 8-10 words or less.
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Commentary

Abstract	No.
Word limit	1500 words including text, references, and acknowledgements but not the title page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Commentaries are similar to editorials in that they are an expression of the author's opinion. The difference is that commentaries are longer, more complex, and more broad-based than editorials. They also include more references and more data than editorials.
Format	Commentaries have no set format beyond the basic building blocks of a regular article (ie, title, manuscript text, subheads as needed, references, and author information.) Author(s) name(s) and affiliation(s) appear at the end of the text.
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations.
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Editorials

Abstract	No.
Word limit	650-680 words including text, references, and acknowledgements but not the title page. Further editing may be required to make sure the final article does not exceed one typeset page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Editorials are similar to commentaries in that they are an expression of the author's opinion. Editorials are shorter than commentaries and generally focus on one specific point or refer to one article in the current issue of the journal.
Format	Editorials have no set format beyond the basic building blocks of a regular article (ie, title, manuscript text, subheads as needed, references, and author information.) Author(s) name(s) and affiliation(s) appear at the end of the text.
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Limit: 1 table, figure, photograph <i>or</i> illustration.
Line Art Figures	Line art figures can be submitted in Microsoft Word or Power Point. Any type that is included in a figure must be at least 12 point but not more than 14 point. Similar figures should be formatted in the same fashion. Limit: 1 table, figure, photograph <i>or</i> illustration.
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	Use sentence capitals in titles, subheads, tables, etc.
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	Manuscripts may be accepted for print or online only publication. The editors will determine the format.

Images in Dermatology, Diagnostic Dilemma, ECG Image of the Month, and Images in Radiology

Abstract	No.
Word limit	1500 words including text, references, and acknowledgements but not the title page.
Cover Letter	Yes. State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	These discussion sections generally focus on the experience of one patient who had an unusual or interesting diagnosis. Photographic images are a key element.
Format	Organize the text using the following structure: presentation (why did the patient seek treatment?); assessment (description of diagnostic test and findings); diagnosis (include the diagnostic decision and what was ruled out); and management.
Photos/ Illustrations	At least 1 photograph is required with the submission. 300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Color photographs and illustrations will be printed free of charge with these types of manuscripts. Limit: 4 tables, figures, photographs <i>or</i> illustrations.
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Tables/ Figures	Limit: 4 tables, figures, photographs <i>or</i> illustrations.
Other	Manuscript titles should be 6-8 words or less.
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Physical Findings

Abstract	No.
Word limit	1000-1200 words including text, references, and acknowledgements but not the title page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	These discussion sections generally focus one condition and its related physical features. The goal of the Physical Findings Section is to help internists improve their physical examination skills.
Photos/ Illustrations	At least 1 photograph is required with the submission. 300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Color photographs and illustrations will be printed free of charge with these types of manuscripts. Limit: 2 tables, figures, photographs <i>or</i> illustrations.
Line Art Figures	Line art figures can be submitted in Microsoft Word or Power Point. Any type that is included in a figure must be at least 12 point but not more than 14 point. Similar figures should be formatted in the same fashion. Color figures will be printed free of charge with these types of manuscripts. When identifying colors for figures, keep in mind that the Journal's primary color is green and choose a compatible color. Limit: 2 tables, figures, photographs <i>or</i> illustrations.
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Clinical Effectiveness

Abstract	No.
Word limit	1000-1200 words including text, references, and acknowledgements but not the title page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Clinical Effectiveness submissions should begin with a brief introduction or illustrative case that outlines an in-patient or out-patient quality control challenge. The bulk of the manuscript should describe what steps were taken to improve the situation and how effectiveness was measured. Clinical Effectiveness submissions are required to include at least one table that clearly and concisely outlines the steps that were taken to improve healthcare quality.
Photos/ Illustrations	No photographs or illustrations.
Line Art Figures	Line art figures can be submitted in Microsoft Word or Power Point. Any type that is included in a figure must be at least 12 point but not more than 14 point. Similar figures should be formatted in the same fashion. Limit: 2 tables or figures.
Tables/ Figures	Clinical Effectiveness manuscripts should include at least 1 table highlighting practical quality control measures that can be implemented in either in-patient or out-patient practice. Limit: 2 tables or figures.
Other	Manuscript titles should be 6-8 words or less.
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Medical Humanities

Abstract	No.
Word limit	650-680 words including text, references, and acknowledgements but not the title page. Further editing may be required to make sure the final article does not exceed one typeset page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Medical humanities submissions should focus on medicine in art and literature. The goal is to show how writing and reading can enrich physicians' lives and improve the practice of medicine by offering reflection on the doctor-patient relationship and the art of healing.
Format	Medical humanities submissions have no set format beyond the basic building blocks of a regular article (ie, title, manuscript text, subheads as needed, references, and author information.) Author(s) name(s) and affiliation(s) appear at the end of the text.
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Color photographs and illustrations will be printed free of charge with these types of manuscripts. Limit: 1 table, figure, photograph <i>or</i> illustration.
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Tables/ Figures	Limit: 1 table, figure, photograph <i>or</i> illustration.
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Brief Observations

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Word limit	1750 words including abstract, text, references, and acknowledgements but not the title page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Clinical Significance	In a separate document, include a maximum of 3-4 bullet points that succinctly and specifically explain the clinical significance of your manuscript. Bullets should provide readers with your manuscript's "take home" messages for practicing internists. Do not restate information that would be considered common knowledge. Do not call for additional research in this area. (Maximum 70 words.)
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Brief Observations focus on research studies that included 100 or fewer subjects. If your manuscript is a case study, it should be submitted as a Clinical Communication to the Editor.
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Limit: 4 tables, figures, photographs <i>or</i> illustrations.
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Clinical Communications to the Editor

Abstract	No.
Word limit	650 words including text, references, and acknowledgements but not the title page. Further editing may be required to make sure the final article does not exceed one typeset page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
Title Page	The title page is the first page of your manuscript text file. The title page should include: the title of the manuscript; a complete list of authors, their degrees, and their academic affiliations; full contact information for the corresponding author; funding source(s); conflict of interest statement for all authors; verification that all authors had access to the data and a role in writing the manuscript; article type; key words; and running head.
Conflict of Interest	In a separate document, state any potential conflicts of interest for each author or confirm that there are none. Each author should sign the document. Electronic signatures are acceptable.
Focus	Clinical Communications to the Editor (CCE) are case reports, often involving only <u>one patient</u> . CCE submissions have no set format beyond the basic building blocks of a regular article (ie, title, manuscript text, subheads as needed, references, and author information.) Author(s) name(s) and affiliation(s) appear at the end of the text. CCEs should begin with the salutation "To the Editor".
Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Limit: 1 table, figure, photograph <i>or</i> illustration.
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Tables/ Figures	No more than 1 table, figure, photograph <i>or</i> illustration.
Other	Manuscript titles should be 6-8 words or less.
	Avoid overuse of acronyms in the text. Use only well-known acronyms (ie, HIV, STD, CT, MRI, DNA, etc.) Manuscripts with an overabundance of acronyms will be sent back to the author for correction.
	Use style guide of the American Medical Association as a reference.
	Double space all text.
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Letters to the Editor and Replies

Abstract	No.
Word limit	500 words including text, references, and acknowledgements but not the title page. Further editing may be required to make sure the final article does not exceed one typeset page.
Cover Letter	State type of manuscript, the title, and the authors. Confirm that the manuscript is original research that has not been published and is not under consideration elsewhere. Confirm that all of the authors participated in the preparation of the manuscript. Confirm that you have permission to reprint any figures or tables that were initially printed elsewhere.
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Photos/ Illustrations	300 dpi (or greater) tiff files are required for publication. If high resolution images are not available, your manuscript may be rejected for this reason. Do not use Word, Power Point or PDF format for photographs or illustrations. Limit: 1 table, figure, photograph <i>or</i> illustration.
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Tables/ Figures	No more than 1 table, figure, photograph <i>or</i> illustration.
Other	Manuscript titles should be 6-8 words or less.
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