

## 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.

### Updates in Office Management

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	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.
	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.
	If English is not your native language, AJM editors strongly encourage you to have your text edited by a professional translator or native English speaker before submission. (This will most likely eliminate an extra revision step.)
	Manuscripts may be accepted for print or online only publication. The editors will determine the format.