

## NEW & REVISED SUBMISSION CHECKLIST FOR AUTHORS

Dear Authors:

Please carefully review the submission checklist and agree that you have complied with these basic submission requirements.

### **Original Submissions**

(Article Types: Original Articles, Case Reports, Clinical Controversy, Scientific Updates, Special Issue Supplements):\*

Files in correct order (Cover letter, Abbreviations, Manuscript, Tables, Figures, Media/Video Files)

Manuscript correctly formatted:

Title page including all authors' names, degrees, affiliations with city and postal code, corresponding author identified with full mailing address, phone, fax, email.

Abstract contains correct categories (Background, Methods, Results, Conclusion; or if case report (Background, Case Description, Conclusion).

Keywords

References listed in alphabetical order.

Figure legends

Font size no smaller than 12

Margins one-inch top/bottom; right/left.

Page size USA letter (8.5 x 11)

Double-line spacing throughout manuscript, abstract through figure legends.

Page numbering

**Note:** Do not include tables or figures in manuscript file. They must be submitted as additional file(s).

### **Revised Submissions**

Article Types: Original Articles, Case Reports, Clinical Controversy, Scientific Updates, Special Issue Supplements):\*

Response to reviewers letter should detail the revisions and/or comment on reviewer's requests or concerns.

Two manuscript files:

(1) Highlighted manuscript with all new or edited text highlighted, bold, in different font color, or underlined. No marginal notations (track changes) please.

(2) Clean manuscript – identical text but without the highlighting. If your manuscript is accepted, it is this file that is sent to publisher; it is the

highlighted version that is usually reviewed by the editors/reviewers. Hence it is imperative that both files contain identical text.

If no changes were made to abbreviations list, table(s), figure(s) and/or video file(s), you simply need to select them for inclusion before rebuilding PDF of revised submission.

\*Editorials, Book Reviews, Letters to the Editor, or Historical Vignettes require only a Cover Letter and the Manuscript. The remaining files are optional.