

## AJPM Revision Checklist

- Please comb through the list and check items as they are completed.
- Resubmit this checklist as a “Response to Reviewers” file type with revised version of the manuscript.
- Please note that the majority of articles which are revised are accepted, thus we ask authors to format their articles carefully at this stage in order to ensure they appear appropriately in print should they be accepted and typeset.
- Major changes cannot be made after a manuscript is accepted. Should your manuscript be accepted after this revision, this is your final opportunity to make changes other than those related to formatting or those specifically requested by the editors.

### **TITLE PAGE**

- Title is <80 characters, including spaces (if subtitle is used, title is <50 & subtitle <60)
- Title does not include any abbreviations (except those included on the [AJPM Common Abbreviations list](#))
- Title Page includes:
  - All authors' full names, degrees, affiliations (including department), and location (e.g. City, State)
  - Corresponding author's work address and email
  - Word count (main text only; must be within word count limit for article type)
  - Table/Figure count (please adhere to limit for article type)
  - Conflict of Interest statement for each author
  - Financial Disclosure statement for each author

### **ABSTRACT**

- Abstract is appropriately structured:
  - **Research Manuscripts, Research Briefs, Research Methods:** Introduction, Methods, Results, Conclusions (250 words max)
  - **RCT/Intervention:** Introduction, Study design, Setting/participants, Intervention, Main outcome measures, Results, Conclusions, (300 words max), Trial registration
  - **Review Articles:** Introduction, Methods, Results, Discussion (250 words max)
  - **Topics in Education, Special Articles:** One succinct paragraph (250 words max)
  - **Research Letters, Current Issues:** No abstract
- Abstract includes year(s) data were collected, as well as year(s) statistical analysis of the data (or any modeling) was performed.

## MAIN TEXT

- Files used for main text, references, and tables are MS Word documents (not .txt files, PDFs, or Excel files). \*Please note, Figure formatting information is found below\*
- Line numbers are present throughout main text, from introduction through references.
- Manuscript is double-spaced and uses 12-point Times New Roman font for all text and references.
- Paragraphs are separated by two hard returns (not tabs), with one blank, numbered line between each paragraph.
- References are numbered in the order they are mentioned.
- Headings are bolded 14-point font; subheadings are bolded 12-point font, per manuscript type below. Per AJPM style, only the following headings or subheadings are used:
  - **Research Manuscripts, Research Briefs, Research Letters, Research Methods, RCT/Intervention:**
    - Introduction
    - Methods (Research Briefs/Research Letters do not use Methods subheadings)
      - Study Sample or Population
      - Intervention (RCT only)
      - Measures
      - Statistical Analysis
    - Results (no subheadings)
    - Discussion
      - Limitations
    - Conclusions
  - **Review Articles:**
    - Introduction
    - Methods
    - Results
    - Discussion
      - Limitations
    - Conclusions (optional)
  - **Topics in Education, Special Articles, Current Issues:**
    - Use headings as appropriate, but sparingly
- Only third person is used throughout (no “we” or “our” or “us”).
- Person-first language is used throughout (“people who smoke” preferred instead of “smokers”; “persons who use drugs” preferred instead of “drug users”, etc.).
- Definitions and applications of sex and/or gender are explicitly stated, in order to enhance the precision of the research and avoid ambiguity or conflation of terms and the constructs to which they refer. Please consult Sex and Gender Equity in Research (SAGER) guidelines as appropriate: <https://researchintegrityjournal.biomedcentral.com/articles/10.1186/s41073-016-0007-6>

- If submission has Methods section, it cites the specific IRB/ethics committee responsible for oversight and approval of the study (including if deemed exempt). AJPM uses single anonymized peer review, so there is no need to obscure this. If publicly available, de-identified data were used in the study, it should be noted IRB approval was not required.

## REFERENCE LIST

- Correct journal abbreviations are used, consistent with those found in Index Medicus: <https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>
- Journal article information is complete (volume, issue, page #s) according to AMA style.
  - EXAMPLE:  
Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med.* 1996;124(11):980-983. <https://doi.org/10.7326/0003-4819-124-11-199606010-00005>.
- DOIs are included at end of each relevant reference.
- Any links to material are active, checked for accuracy, and include access date.
- Preprint references have been checked and updated as appropriate (e.g., if it has now been published in a peer reviewed journal).

## TABLES (For visual information, see example below this list.)

- Tables are included as part of the main manuscript Word file (following reference list).\*
- Table title is placed directly above table; table notes are below table.
- Table title is <15 words.
- Table and table cell borders are turned on; each piece of data is in a separate cell (no merged cells).
- Each column has a heading, including the leftmost (stub) column.
- Extra rows or columns which do not contain data have been removed.
- Only the leftmost column is used for all categories and subcategories; nesting in this column is indicated with indent or spaces, consistently formatted for all categories and subcategories.
- To the extent possible, and due to typesetting restrictions, there are no new column headings introduced mid-table.
- All significant p-values are bolded with the following note under the table: **Note: Boldface indicates statistical significance ( $p < 0.05$ ).** Asterisks are only used to designate multiple p-value limits ( $*p < 0.05$ ,  $**p < 0.01$ ,  $***p < 0.005$ ).

- Footnotes in tables are lettered (lowercase a, b, c). No other symbols are used, except asterisks for multiple p-values.
- Abbreviations, other than ones from AJPM Common Abbreviation list above (e.g., CI, MD, AIDS), are expanded below table in ABC order.

**Table 1.** Sample Table for Formatting Purposes

Characteristics	Control, n (%) <i>n</i> =110	Condition 1, n (%) <i>n</i> =100	Condition 2, n (%) <i>n</i> =116
Age, years			
<40	55 (50%)	60 (60%)	58 (50%)
≥40	55 (50%)	40 (40%)	58 (50%)
Education			
Less than high school	25 (23%)	20 (20%)	31 (27%)
High school diploma	45 (41%)	50 (50%)	55 (47%)
Some college or more	40 (36%)	30 (30%)	30 (26%)

*Note:* Add notes here as needed. Use lowercase lettered footnotes for specific notes.

## FIGURES

- Figures are high quality, with black-and-white print on white background, except for maps, which are in color.
- Figure titles and footnotes are typed together on one separate page, following the reference list (no title or footnotes are included on the page with the figure).
- Abbreviations, other ones from AJPM Common Abbreviation list above (e.g., CI, MD, AIDS), are expanded in a legend on page with figure titles.
- Figures use Arial (sans-serif) font.
- Figure is uploaded as separate image file (JPG, PNG, TIFF preferred).

## CREDIT AUTHOR STATEMENT

- Credit Author Statement is formatted according to the following guidelines:  
<https://www.elsevier.com/authors/policies-and-guidelines/credit-author-statement>

## APPENDIX

- Appendix content will not be formatted/copyedited by the editorial office/publisher. Please review it carefully before submitting the final version.
- Appendix tables and figures should be labeled as Appendix Table 1, Appendix Figure 1, etc. (not Supplemental Table 1 or Figure S1 or anything else).

## FINAL ASSEMBLY

- Changes/additions to the manuscript are highlighted in yellow (no tracked changes); deletions of substance are addressed in the response to reviewer cover letter.
- Only the revised manuscript is uploaded (earlier submissions are saved in the online system). Do not upload a “clean copy.”
- Response to reviewer comments is structured in a specific point-by-point manner.
- Re-submit via Editorial Manager at <https://www.editorialmanager.com/ajpm/default.aspx>. Go to “Submissions needing revision” folder.
- The revised manuscript is uploaded so compiled PDF is in order (details below): AJPM Revision Checklist, Response to Reviewers letter; title page with abstract; main text; acknowledgments; reference list; titles of figures; tables; figures; Credit Author Statement; Appendix material; Reporting Checklist.

Order	Submission Item	Submission File Type	Item Format
1	Completed AJPM Revision Checklist	Cover - Response to Reviewers	MS Word, PDF
2	Cover Letter & Response to Reviewers	Cover - Response to Reviewers	MS Word, PDF
3	Combined Content (in order): Title Page Abstract Main Text Acknowledgments References Figure titles and footnotes Tables and footnotes*	Manuscript	MS Word
4	Figures	Figure	JPG, PNG, TIFF
5	Credit Author Statement	Credit Author Statement	MS Word, PDF
6	Appendix	Additional Files	PDF
7	Reporting Checklist	Reporting Checklist	MS Word, PDF

\* Tables may be attached as separate files if needed or more convenient, but should still be ordered after the reference list