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**Letters to the Editor**

**B.** Letters to the Editor are brief reports of original observations that may have substantial scientific impact but are either preliminary or limited in scope and can deliver the message in a succinct format. Like Original Articles, these manuscripts are subject to peer review. Letters to the Editor are indexed in Medline, accessible to literature searches, and cited like original articles.

A Letter to the Editor must:

1. Be brief. The average Letter to the Editor fills 2 pages in the printed journal, although manuscripts that exceed this may be occasionally accepted for publication at the Editors' discretion. In general, a Letter to the Editor should not exceed 1000 words, not including the figure legend(s) and references. If possible, the figure legend(s) should be held to 60 words or less. Please note: Letter to the Editor manuscripts that are determined to significantly exceed these limits may be returned to the authors for shortening prior to review.
2. Have a short, relevant title. Please see the suggestions that appear above (under "A. Original Articles").
3. Have a complete title page (see section A1).
4. Be accompanied by a short summary that encapsulates the report's findings for a clinically oriented audience (see section A4).
5. Begin with the salutation "To the Editor:"
6. Close with the author's name(s), academic degree(s), institutions(s), and location(s).
7. Have no more than nine references.
8. List the references as complete bibliographic citations following the closure of the letter (see section A9 above for formatting).
9. Present lists of Key words, as relevant (see sections A5 and A6 above).
10. Be limited to a total of 2 figures and/or tables. (Essential figures or tables may be placed in the article's Online Repository but cannot exceed 10 printed pages. For more information, please see the relevant section below.)

**Correspondence and replies**

**C.** Correspondence concerning recent publications in the Journal will be considered for publication and accepted based on their pertinence, their scientific quality, and available space in the Journal. If the correspondence is considered acceptable, a response will be requested from the authors of the referenced JACI article. Upon review and approval by the Editor, the Correspondence and relevant Reply will both be published together.

Both Correspondence and Reply manuscripts must:

1. Be no longer than 500 words.
2. Have a short, relevant title, distinct from the title of the referenced article. Please note that all Replies should have the title "Reply to [Corresponding author's name]."
3. Have a complete title page (see section A1).
4. List the references as complete bibliographic citations at the end of the letter with the journal article being discussed as the first reference (see section A9 for formatting). The total number of references should be no more than seven. Replies should include the Correspondence to which they are replying as one of the references.
5. Have no more than one graphic presentation (table or figure). (See the section on Graphic Presentations below).
6. Begin with the salutation "To the Editor:" and close with the author's name(s), academic degree(s), institutions(s), and location(s).

**Review articles**

**D.** Review articles published in the Journal are invited by the Editors. Proposals for review articles may be emailed to the Editorial Office (jaci@aaaai.org), but current space constraints do not usually allow for the acceptance of unsolicited review manuscripts.

**Rostrum articles**

**E.** Opinion articles about subjects of particular interest and/or debate may be accepted for peer review after preliminary review by the Editor. Proposals for rostrum articles may be emailed to the Editorial Office (jaci@aaaai.org); they will be evaluated based on level of interest, novelty, and the current needs of the Journal.
Essential title page information

• **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

• **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors’ affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

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• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Structured abstract

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

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Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).
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• Use a logical naming convention for your artwork files.
• Indicate per figure if it is a single, 1.5 or 2-column fitting image.
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• TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.
• TIFF (or JPG): Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

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If tables appear in the manuscript, they must be included in the electronic submission. They may be placed within the manuscript file or loaded as separate files (in .doc or .docx format). Tables should supplement, not duplicate, the text; they should be on separate pages, one table per page, and should be numbered with Roman numerals in order of mention. A brief title should be provided directly above each table. Any abbreviations should be defined at the bottom of the table. When creating a table, use the word-processing program's table formatting feature; otherwise, use only tabs (not spaces) to align columns.

**References**

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Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

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Additional information
Special instructions regarding submissions using animal models
(1) Animal model studies of interest to the JACI. The Editors would be interested in an animal-model study only if it highlights a new conceptual advance using an experimental approach that would be very difficult, impractical, or unethical to do in human beings. The authors should clearly indicate in their cover letter how their animal-model study meets these criteria.
(2) Mouse pulmonary function tests. The JACI's policy is that measurement of airway responsiveness by unrestrained, single-chamber barometric plethysmography (the Penh method) must be confirmed by invasive techniques. For further explanation of this policy, please see Finkelman FD. J Allergy Clin Immunol 2008;121:334-5.
(3) The JACI encourages authors of animal-model papers to consult and adhere to the ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines, available at http://www.nc3rs.org.uk/ARRIVE.

Special instructions regarding statistical analyses and reporting
Although referees with statistical expertise typically review manuscripts submitted to the JACI, the Editorial Board decided that the quality of the manuscripts could be improved by providing authors some guidance on statistical analyses and reporting. Therefore, the JACI Statistical Editor has constructed the following guidelines, which incorporate many comments from Editorial Board members and statistical referees.

1. METHODS: Reporting on Statistical Methods. The Consolidated Standards of Reporting Trials (CONSORT) statement is a set of guidelines for reporting on the methods and results of randomized and nonrandomized medical research studies. It is available at the following Web site: http://www.consort-statement.org.

The first CONSORT statement provides a checklist of items that should be included in a manuscript that reports the results of a randomized clinical trial (RCT). Items 7 through 12 of the checklist are relevant to the statistical methods section for a manuscript submitted to the JACI based on a RCT. Thus:

With respect to item 12, the statistical methods and commercial software should be cited.

Item 7 and item 12 of the checklist are relevant to the Statistical Methods section of a manuscript submitted to the JACI based on a nonrandomized study. Thus:

2. Results. Items 13 through 19 of the CONSORT checklist describe items that are important to the Results section for a manuscript submitted to the JACI based on a RCT (some of the items might not be relevant if the study is nonrandomized). Thus:

2A. Results: Descriptive Statistics at Baseline
If the distribution for a continuous variable is approximately normally distributed, then report either
• the sample mean and the sample standard deviation
or
• the sample mean and the 95% confidence interval for the population mean.

If the distribution for a continuous variable is known (or suspected) to be non-normal, then report either • the sample median and the sample interquartile range
or
• the sample median and the sample first and third quartiles.

Many blood and urine measurements are log-normally distributed-i.e., the log-transformed variable is approximately normally distributed. If the distribution for a continuous variable is known (or suspected) to be lognormal, then an alternative to sample medians and quartiles is to report either
• the sample geometric mean (calculate as the exponentiation of the sample mean of the natural log-transformed data) and the sample coefficient of variation
or
• the sample geometric mean and the 95% confidence interval.

If the distribution of the variable is categorical, then report the raw numbers and the percentages for the categories. Do not use more than three digits for the percentages—i.e., 79% or 79.3% are fine, but 79.32% is not.

Statistical tests, along with reported P values, for comparing groups at baseline are not necessary unless there is a strong reason to include them.

2B. Results: Outcomes

Every P value should be reported using two digits after the decimal point. If each of the first two digits after the decimal point is zero, then a third digit can be used. If each of the first three digits after the decimal point is zero, then simply report \( P < .001 \).

If the P value is close to the level to be used for claiming a statistical significance or if each of the first two digits after the decimal point is zero, then a third digit can be used. For example, if the significance level is 0.05, then \( P = .046 \) or \( P = .054 \) can be reported. Nonsignificant results (e.g., where the P value is >0.05) should be accompanied by P values; it should not simply be stated that they are nonsignificant (NS).

P values alone are not sufficient to report the results of statistical tests. The JACI's readers need to see the magnitude of the effects via point estimates and 95% confidence intervals for the group comparisons.

An estimate of odds ratios and relative risks (and their corresponding confidence interval estimates) should not exceed two digits beyond the decimal point.

The following is an excellent article that discusses many of the statistical errors that arise in immunologic research:

The following is an excellent article that discusses the reporting of subgroup analyses in clinical research: Wang R, Lagakos SW, Ware JH, Hunter DJ, Drazen JM. Statistics in medicine-reporting of subgroup analyses in clinical trials. NEJM 2007;357:2189-2194.

Finally, if authors desire more detailed guidance on appropriate methods for analyzing study outcomes, then they can visit the Web sites of other biomedical journals. An excellent example is the Web site of Annals of Internal Medicine (http://www.annals.org/shared/author_info.html).

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