

## Checklist for Submissions

Please make sure your manuscript conforms to the following guidelines, which summarize key points from the [Instructions for Authors](#). Manuscripts that do not conform to these requirements will be returned to you for adjustment, without review.

- Provide a cover letter.
- **Format:** prepare your manuscript as a Microsoft Word file, use a standard font sized at 12 points, double-space all text, and use one-inch margins.
- **Length:** be sure your manuscript meets the relevant length requirements. Count all words in the manuscript file, excluding only the title page, the abstract, and the references. Original article: structured abstract of no more than 250 words, text of no more than 3,000 words, no more than 7 tables and figures, and no more than 40 references. Concise communication: narrative abstract of no more than 50 words, text of no more than 1,200 words, no more than 2 tables or figures, and no more than 10 references. Research Brief or Letter to the Editor: no more than 900 words, no more than 1 table or figure, and no more than 10 references. Other article types: [see Instructions for Authors](#).
- **Order of parts:** in the text file, provide a title page, abstract, text, acknowledgments, references, tables, and legends for figures. Include tables in the MS Word file, but submit each figure as a separate file (see below).
- **Title page:** give the title, authors and their full institutional affiliations, a short title, and contact information for the corresponding author. Include any relevant footnotes regarding previous publication, present affiliations, etc. State the word count for the main body of the text.
- **Acknowledgments:** state any sources of financial support, and also state potential conflicts of interest for each author; if an author has no relevant conflicts or financial support, that too should be stated. The Acknowledgments section should be consistent with disclosures that would be stated in the [ICMJE Form for Disclosure of Potential Conflicts of Interest](#).
- **Disclosure Forms:** all authors of Original Articles, Concise Communications, and Research Briefs are required to complete and upload the [ICMJE Disclosure Form](#) when and if they are asked to submit a revision of their manuscript. All authors of Letters and invited manuscripts (Letters in Reply, Commentaries, Reviews, and Guidelines) are

required to complete and upload the [ICMJE Disclosure Form](#) when they initially submit their manuscript.

- **References:** format them according to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (which is followed by MEDLINE). Number them in the order in which they are cited in the text; references cited only in tables or figure legends should be numbered as though cited at the point where the table or figure is first mentioned.
- **Tables:** prepare them with the Microsoft Word table editor only. Do not use any tabs or hard returns in the table. State all units explicitly and define all abbreviations.
- **Figures (graphs, photographs, and illustrations):** submit figures as digital files. The file format must be TIFF or EPS (although MS Word format is acceptable for graphs only). Resolution should be 1,200 dpi for graphs, 600 dpi for grayscale photographs, and 300 dpi for color figures. Each figure or illustration must be a separate file named to match its number in the text (eg, fig1.eps). Place titles and legends in the text file, not in the figure file. Label the axes, state all units explicitly, and define all abbreviations.