

Author checklist

- Cover letter
- Title page
- Author profile: 1-3 sentences for each author
- Disclosure Statement listing funding, sponsors, and other financial contributions
- Abstract (limit: 250 words); include keywords and list of abbreviations
- Manuscript files prepared in Microsoft Word, doubled-spaced, with 1-inch margins
- References (double-spaced on a separate page)
- Tables (provide a brief title), included at the end of the manuscript file
- Figures, include legends and original data file if applicable; submitted separately in original, editable format
- Author copyright and disclosure forms signed by each author. Once submission is complete, an e-mail will be sent to all authors with a link to the Author Forms that will allow quick online completion
- IRB documentation
- Permission to reproduce previously published material
- Photographic consent
- Acknowledgee sign-offs

For the submission process, you will also need:

- Manuscript type
- Keyword list
- Author info: full names of all authors, e-mail addresses of all authors, mailing address of corresponding author, telephone and fax numbers of corresponding author(s)
- Manuscript information: # of tables, # of figures, word count
- Manuscript, table, original figure and image files