

NEW SUBMISSION CHECKLIST

Please upload this checklist with your submission. Failure to submit a new submission checklist, or not adhering to its guidelines, will result in a delay in the review of your submission. The submission may be returned to you for correction. We also strongly suggest that you use our [Manuscript Template](#) when formatting your paper for submission.

Title Page

- Did you include the appropriate subtitle (illustrative case[s] or patient series)?
- Are all authors listed with their first and last names and highest academic degrees?
- Does the affiliations list include “department, institution, city, state, and country (if outside the U.S.)” of each affiliation?
- If the authors are at different institutions, is this designated with superscripted numbers, not including parentheses “()” or brackets “[ ]”?
- Is the corresponding author’s name, institution and email address provided for correspondence?
- If the abstract of your paper has been previously presented, or published, is the name, date, and place of the meeting listed on your title page under a “Previous Presentations” subheading?
- Did you include the [element counts](#) (abstract word count; text word count; number of references; number of tables and/or figures; and number of videos)?

Abstract

- Is the abstract structured with the appropriate heading and sections (Background; Observations; and Lessons)?
- Is the word count within the [limit](#) for your manuscript type?

## Text

- If abbreviations are used, are they defined?
- Is the word count within the [limit](#) for your manuscript type?
- Is the manuscript divided into the appropriate sections (Introduction; Illustrative Case[s] or Study Description; Discussion [with Observations and Lessons])?

## References

- Have you followed the format for references outlined in the [Guidelines for References](#)?
- Are all references listed, and cited in the text, in consecutive, numerical order of appearance?
- Are all references cited within the text with superscripted numbers, not including parentheses “()” or brackets “[ ]”?
- Is the number of references within the [limit](#) for your manuscript type?

## Figures

- Did you review the [Guidelines for Figures](#)?
- Have you included figure legends at the end of the manuscript?
- Are all figures cited in the text and numbered in the order in which they are cited?
- Has each fully-composited figure been submitted as a separate file with the figure number included in the file name? Do not submit figure parts (e.g., A/B; left/right; upper/lower) as separate files.
- Are the files in a preferred format (TIFF, JPEG, or PDF)? Other formats may not be accepted.
- Are the figures **high-resolution** images?
- Is the combined number of figures and tables within the [limit](#) for your manuscript type?

## Tables

- Did you review the [Guidelines for Tables](#)?
- Are all tables cited in the text and numbered in the order in which they are cited?
- Have you defined all abbreviations used in the tables?
- Were the tables created in Microsoft Word using the Table tool?
- Are the tables grouped together in **one** file uploaded separately from the manuscript?
- Is the combined number of tables and figures within the [limit](#) for your manuscript type?

## Videos

- Have you included video legends at the end of the manuscript?
- Are all videos cited in the text and numbered in the order in which they are cited?
- Has each video been submitted as a separate file in an acceptable format?
- Is the number of videos within the [\*limit\*](#) for your manuscript type?

## Supplemental Data:

- Have you followed the formatting for Supplemental Data according to our [\*Guidelines for Supplemental Data?\*](#)
- Are supplemental data files correctly labeled and, if cited in the text, called out using the same label?
- Are supplemental data legends (both for figures and/or tables) included in the supplemental data files?
- If reference citations are included in the supplemental data, did you create a supplemental data reference list?
- Did you agree to pay the \$100 supplemental data processing fee within the submission site?

**Important note regarding permission and patient consent:** The corresponding author should collect any necessary patient consent and permission documentation and keep it on file, should a question arise at a later date. It is the authors' responsibility to add proper credit lines as needed for copyrighted materials.