

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 strongly suggest that you use our [Manuscript Template](#) when formatting your paper for submission.

Title Page

- 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 specified with superscripted numbers?
- Is the corresponding author's name, institution, and email address provided?
- 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)?
- Did you list 3-6 keywords?

Abstract

- For clinical articles and laboratory investigations, is the abstract structured with the appropriate sections?
- Is the word count within the [limit](#) for your manuscript type?

Text

- If abbreviations are used, are they defined?
- Is the word count within [limit](#) for your manuscript type?
- Is the manuscript divided into the appropriate sections?

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 any 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 figure been submitted as a separate file with the figure number part of the file name?
- 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?
- If you want your figures to be in color in print, or considered for a color journal cover, did you complete, sign, and upload a [Color Payment Agreement](#)?
- If you include copyrighted or previously published figures with your submission, did you upload permission documentation? (You can use our form: [Previously Published Permission Request](#))

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- Did you review the [Guidelines for 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?
- Does each table have a title?
- 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?
- Is the combined number of tables and figures within the [limit](#) for your manuscript type?

- If you include copyrighted or previously published tables (or the information presented in a table) with your submission, did you upload permission documentation? (You can use our form: [Previously Published Permission Request](#))

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- 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 (adhering to AMA reference formatting)?
- Did you agree to pay the \$100 supplemental data processing fee in the submission site?

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