

REVISION CHECKLIST

Please upload this checklist with your revision. Failure to submit a revision checklist, or not adhering to its guidelines, will result in a delay in the review of your revision. The revision may be returned to you for correction.

Cover Letter

- Does your revision include the completed [Revision Cover Letter Template?](#)

Title Page

- Are all authors listed with their first and last names followed by their 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?
- Have you *updated* the [element counts](#) (abstract word count; text word count; number of references; number of tables and/or figures; and number of videos)?
- If you added, removed, or changed the author list you and all co-authors (including the added or removed author[s]) must sign and upload a [Change of Authorship Form](#).

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

- Have the changes been marked in the revision using the “Track Changes” feature in Microsoft Word? A [Track Changes Tutorial](#) is available for download.
- 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 “[]”?
- If you made changes to the reference section, have you updated the citations in the text and tables?
- 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](#))

Tables

- 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](#))

Videos

- Did you review the [Guidelines for Videos?](#)
- Have you included video legend(s) 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?
- Did you upload a [Original Material License Agreement](#) form for your video?

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

Forms

If applicable, the following forms should be uploaded with your submission. All forms must be submitted before we will make a final decision on your revised manuscript.

- [Previously Published Permission Request](#) – if any copyrighted materials are reproduced
- [Patient Volunteer Consent](#)– if a patient is identifiable in any figure or video
- [Original Material License Agreement](#)– for original artwork (e.g., a medical illustration) to be published in the article and/or on the cover; videos; and photographs of prepared cadaveric specimens

- [Change of Authorship Form](#) – if adding, removing, or changing the author order; **all** co-authors (including the added/removed authors) must sign this form

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