

Submission Checklist

Authors

- Limit number of authors to 10
- Ensure that all authors meet the criteria for authorship (see [ICMJE guidelines](#))

Highlights

- Include “Highlights” section as part of manuscript file

Abstract

- Include structured abstract (ie, Objectives, Methods, Results, Conclusions) as part of manuscript file and as part of the free-form field in the submission process
- Limit abstract to 250 words

Title

- Include a blinded title page (with no identifying author, funding, or acknowledgement information for peer review)
- Include an unblinded title page (with all author information for publication)

Manuscript Files

- Maintain blinding throughout the manuscript (ie, no identifying information on the blinded title page, acknowledgements, funding statement, manuscript file names, author responses to reviewers’ comments, etc)
- Delete old versions of uploaded files (eg, manuscript, tables, figures, etc) that have been revised. Only keep files that have not changed in the revised paper.
- Adhere to word limit for specific article types (see [Instructions for Authors](#))
- Provide manuscript files in editable format (ie, Word file)
- Turn off line numbering—the system automatically includes line numbers in the final PDF

References

- Provide complete list of references (formatted in AMA style) at the end of the manuscript

Graphic Elements

- Provide each as a separate file (do not embed in the body of the manuscript)
- Adhere to limit for specific manuscript types (see [Instructions for Authors](#))

Revised Manuscripts

- Provide a detailed (blinded) set of responses to the reviewers’/editors’ comments
- Upload both a clean and a tracked changes version of your revised manuscript
- Provide publication quality figures (300 dpi) in the following file types:
JPG, PNG, GIF, TIF, EPS
- Upload completed [authorship forms](#) signed by each author
- Ensure that completed conflict of interest disclosure forms are submitted by every author online via the Convey system