

## ARTICLE CHECKLIST— BEFORE YOU SUBMIT

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### Article Eligibility & Ethics

- ☐ The manuscript is original, unpublished, and not under review elsewhere
  - ☐ Any prior abstract, poster, or presentation is fully disclosed on the title page
  - ☐ All authors meet ICMJE authorship criteria
  - ☐ Use of AI-assisted tools (if any) is disclosed on the title page
  - ☐ Patient confidentiality is protected (no identifying details)
  - ☐ Required IRB/ethics approvals are stated where applicable
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### Article Type & Length

#### Confirm your article type and word count (excluding references)

- ☐ Review Article: 2,000–3,000 words
- ☐ Research Article: 1,500–3,000 words
- ☐ Case Report: ≤1,000 words
- ☐ Section structure matches the required format for your article type

#### Formatting

- ☐ Manuscript follows AMA Manual of Style (11th ed.)
  - ☐ Manuscript, abstract and title page submitted in Word (.docx) format (not PDF)
  - ☐ Manuscript text is fully anonymized for peer review
  - ☐ Title length ≤128 characters
  - ☐ Abstract length is within limits:
    - Review/Research: ≤300 words
    - Case Report: ≤150 words
  - ☐ Keywords included (≤10; Case Reports ≤5)
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#### Required Sections Included

- ☐ Title page
- ☐ Abstract
- ☐ Full manuscript
- ☐ References
- ☐ Figures and/or tables (as applicable)

#### Title Page Requirements

- ☐ Full author names, degrees, titles, and affiliations
  - ☐ Corresponding author contact information
  - ☐ Conflict of interest statement
  - ☐ Sources of funding/support disclosed (or explicitly stated as none)
  - ☐ Prior publication/presentation disclosure (if applicable)
  - ☐ AI-use disclosure statement included
  - ☐ Keywords listed
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### Figures & Tables

#### Figures

- ☐ Submitted as separate files (not embedded in Word document)
- ☐ File type: JPEG, PNG, GIF
- ☐ Resolution meets requirements (≥300 dpi at ≥4 inches wide)
- ☐ No labels embedded in images (A, B, C labeled in filenames only)
- ☐ Figures cited in numerical order in text
- ☐ Figure legends included after References
- ☐ Written permission obtained for any previously published figures

#### Tables

- ☐ Tables are editable text (not image files)
  - ☐ Each table has a title and defined abbreviations
  - ☐ Tables cited in numerical order
  - ☐ Permissions obtained if previously published
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### References & Forms

#### References

- ☐ References formatted in AMA style
- ☐ Citations numbered in order of first appearance
- ☐ Journal titles use Index Medicus abbreviations
- ☐ DOIs included where available
- ☐ Case Reports include no more than 10 references

#### Required Forms

- ☐ Copyright transfer form completed for each author
  - ☐ Conflict of Interest form completed for each author
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### Final Submission Check

- ☐ All files uploaded separately and clearly labeled
- ☐ Manuscript reviewed for clarity, accuracy, and completeness
- ☐ Prepared for upload to the submission portal as applicable
- ☐ No submission or publication fees expected