

# Manuscript Criteria and Information

The *American Journal of Clinical Medicine*<sup>®</sup> (AJCM<sup>®</sup>), the official journal of the American Association of Physician Specialists, Inc. (AAPS), is a peer-reviewed journal dedicated to improving the clinical practice of medicine by publishing educational and informational articles. AJCM<sup>®</sup> is the official journal of the American Association of Physician Specialists, Inc.

**Send all manuscripts via email to editor@aapsus.org in Microsoft Word format. No other file formats will be accepted. Manuscripts submitted by mail to the Journal WILL NOT BE ACCEPTED AND WILL NOT BE RETURNED.**

Manuscripts received are not to be under simultaneous consideration by another publication. Accepted manuscripts become the permanent property of the *American Journal of Clinical Medicine*<sup>®</sup> and may not be published elsewhere without permission from the publisher.

**Authorship Responsibility, Financial Disclosure, Assignment of Copyright, and Acknowledgment Forms:** Authorship responsibility forms **must be completed and signed by each author and accompany submitted manuscripts.** Each author must submit a statement that specifies whether he or she has financial or proprietary interest in the subject matter or materials discussed in the manuscript. These forms may be downloaded from the AAPS website [www.aapsus.org](http://www.aapsus.org) or may be obtained by request to the AAPS office at 813-433-2277 ext 18 or 30.

**Authorship Responsibility:** All accepted manuscripts are copyedited; an edited typescript is sent for the author's approval. The author is responsible for all statements in the work, including the copy editor's changes.

**Data Access and Responsibility:** For reports containing original data, at least one author (e.g., the principal investigator) should indicate that he or she "had full access to all the data in the study and takes responsibility for the integrity of the data and the accuracy of the data analysis" (DeAngelis CD, Fontanarosa PB, Flanagan A. Reporting financial conflicts of interest and relationships between investigators and research sponsors. *JAMA*. 2001;286:89-91).

**Units of Measure:** Conventional units of measure are preferred, with Système International (SI) units expressed secondarily (in parentheses). In tables and figures, a conversion factor to SI may be presented in the footnote or legend to economize space. Exceptions to this policy include calories, hematocrit, glycosylated hemoglobin, blood cell counts, and ejection fraction, for which conventional units alone should be expressed. The metric system is preferred for length, area, mass, and volume.

**Manuscript Preparation:** Manuscript preparation should generally follow the guidelines outlined in The International Committee of Medical Journal Editors: "Uniform requirements

for manuscripts submitted to biomedical journals," *The Journal of the American Medical Association*, March 19, 1997;277:927-934. An abstract of 100-150 words is required. The main text should be narrative in form and should be broken up into appropriate headings and/or subheadings. Any abbreviations used should be completely defined upon the first usage. The style of writing should conform to acceptable English usage and syntax. Please avoid slang, medical jargon, obscure abbreviations, and abbreviated phrasing.

Manuscripts should be submitted electronically online to the email address above as a Microsoft Word document. Authors' names should be on the title page ONLY. Revisions, editorials, and editorial correspondence follow the same procedures outlined, including a word count.

**Title Page:** All submissions must include a title page. Titles should be concise, specific, informative, and should contain the key points of the work. Authors' names should be on the title page only. Include the full names, degrees, and academic affiliations of all authors, indication of the corresponding author, his/her address, phone, fax, e-mail, address for reprint requests, and, if the abstract or any portion of the manuscript was presented at a meeting, the name of the organization, place, and date on which it was read. Include a word count for text only, exclusive of title, abstract, references, figure legends, and tables. **Include brief biographical information including current position. Financial disclosure information should be included as a footnote.**

**Acknowledgment Section:** List all persons who have made substantial contributions to the work reported in the manuscript (including writing and editing assistance), but who are not authors; any financial interest in the subject matter or materials discussed in the manuscript; any research or project support/funding; any grant support. Manuscripts with statistical evaluations should include the name and affiliation of statistical reviewer(s).

**Original Research:** For authors who wish to submit original research, including reports of randomized controlled trials, please contact the editor-in-chief for instructions and criteria for publication.

**Format:** Articles should be submitted in Times New Roman 12 point font, single spaced with no additional or unnecessary styles applied to text.

**References:** List references numerically (not alphabetically). All subsequent reference citations should be to the original number. Cite all references in the text or tables. Unpublished data and personal communications should not be listed as references. References to journal articles should include (1) author(s) (list all authors and/or editors up to three; if more than

three, list first three and “et al.”), (2) title, (3) journal name (as abbreviated in PubMed), (4) year, (5) volume number, and (6) inclusive page numbers. References to books should include (1) author(s) (list all authors and/or editors up to six; if more than six, list first three and “et al.”), (2) chapter title (if any), (3) editor (if any), (4) title of book, (5) city of publication, (6) publisher, and (7) year. Volume and edition numbers, specific pages, and name of translator should be included when appropriate. The reference numbers in the reference list (if any) should be keystroked. Do not let the word processing program generate the reference numbers, using such features as automatic footnotes or endnotes. The author is responsible for the accuracy and completeness of the references and for their correct text citation. Please note how reference is set in text in example below. Set yours to match.

**References in Text:** The following is an example of how to list references within the text: “The Hawaii outbreak included at least one autochthonous case.”<sup>7</sup>

Do not include “personal communications” in the list of references. Authors who name an individual as a source for information in a personal communication, be it through conversation, a letter, e-mail message, or telephone call, should obtain written permission from the named individual.

**Tables, Illustrations, Legends:** Number all tables and illustrations in the order of their citation in the text. Include a title for each table and figure – a brief, succinct phrase, preferably no longer than 10 to 15 words. Keep in mind all tables, illustrations and legends will be printed in grayscale and color-coded images may be difficult to interpret.

**Tables:** Title all tables and number them in order of their citation in the text. Double-space each table on separate sheets of standard size white paper. If a table must be continued, repeat the title on a second sheet, followed by “cont.”

**Illustrations:** Illustrations should be submitted online as a separate document. Most standard programs will be accepted. Please refer to the next section for details.

**Digital Art Submissions:** Digital images must be submitted electronically online as a separate file from the manuscript. The canvas size of continuous-tone images should be at least five inches wide (depth not important) with an image resolution of at least 300 dpi. Line art images should have a minimum resolution of 1270 ppi. Formats accepted are EPS, TIFF, and JPG. Keep in mind all tables, illustrations, and legends will be printed in grayscale and color-coded images may be difficult to interpret.

**Legends:** Include double-spaced legends (maximum length 40 words) on separate pages. Indicate magnification and stain used for photomicrographs and method of enhancement for digitally enhanced images.

**Photographic Consent:** A letter of consent must accompany all photographs of patients in which a possibility of identification exists. Remove identifying information from photos, x-rays, scans, etc. It is not sufficient to cover the eyes to mask identity.

**Acknowledgments:** Acknowledge illustrations from other publications and, when applicable, include author(s), title of article, title of journal or book, volume number, page(s), month, and year. The publisher’s permission to reproduce in print and online and in AJCM® licensed versions should be submitted to the AJCM® when the manuscript is submitted.

**Disclaimer:** Publication of any article or statement in the AJCM® does not constitute an endorsement by the AJCM® or its editors. Publication of any advertisement in the AJCM® does not constitute an endorsement by the AJCM® or its editors.

## Manuscript Submission Checklist

- Submit manuscript electronically online as a Microsoft Word document to editor@aapsus.org. Use Times New Roman 12 point font. Leave right margins unjustified (ragged).
- On the title page, designate corresponding author with complete address, telephone, fax numbers, and e-mail address. Authors’ names should be on the title page ONLY. This allows reviews to be anonymous. Each author must also include current employment/position information and any other biographical information that author wishes to be included at the end of the article.
- On the title page, include word count for text only, exclusive of title, abstract, references, tables, and figure legends.
- Complete Authorship Responsibility Form, which includes Financial Disclosure, Assignment of Copyright and Acknowledgement. Include signed form with your submission.
- Include statement signed by corresponding author that written permission has been obtained from all persons named in the acknowledgment (if applicable).
- Include research or project support/funding in an acknowledgment (if applicable).
- Check all references for accuracy and completeness. Put references in proper format in numerical order, making sure each is cited in sequence in the text. Please see In-Text Example above and make sure your references are set the same way.
- Include a title for each table and figure – a brief, succinct phrase, preferably no longer than 10 to 15 words.
- Submit illustrations electronically online in a file separate from the manuscript.
- For digitally enhanced images, indicate method of enhancement in legend and submit electronically online.
- Include informed consent forms for identifiable patient descriptions, photographs, and pedigrees (if applicable).
- Include written permission from publishers (or other copyright owner) to reproduce or adapt previously published illustrations and tables (if applicable).