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  - Corresponding author: mailing address, telephone number

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  - Must be digital - hard copy submissions are not accepted

- ☐ **ABSTRACT AND KEYWORDS**
  - See the section Article Types for word limits

- ☐ **CME QUESTIONS AND ANSWERS**
  - See the section CME Questions & Answers for guidelines

- ☐ **CONFLICT OF INTEREST**
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  - Cited sequentially in AMA style

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  - Must be saved separately from the main document

- ☐ **PERMISSIONS**
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MANUSCRIPT FORMAT

Article Types

The following graph shows what types of articles are accepted for publication, and what requirement they may have.

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<th>Keywords Limit</th>
<th>Title Limit</th>
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<th>CME Questions</th>
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<tr>
<td>Invited Article</td>
<td>Up to 200 words</td>
<td>3 to 5 keywords</td>
<td>No limit</td>
<td>Up to 40 words</td>
<td>3 multiple choice questions</td>
</tr>
</tbody>
</table>

General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
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- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.

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- This journal adheres to a single-blinded peer-review policy. The title page should be included in the main document.
- The title page should list the article title and the corresponding author’s full name, degree, title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers. It should also list the full name, degree, title, department, and affiliation of every co-author.

Abstract and Keywords

See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be words a reader would be likely to use in searching for the content of the article.
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- Submit a summary of what you consider to be the chief educational objective of your article in 40 words or less.
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Acknowledgments

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MANUSCRIPT FORMAT continued

References

References should be the most recent and pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: www.nlm.nih.gov; Books in Print: www.booksinprint.com; PubMed: www.ncbi.nlm.nih.gov/PubMed; or individual publisher Web sites.

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2. Citing a chapter in a book:

3. Citing a book:
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4. Citing a thesis:

5. Citing a government publication:

6. Citing an online article:

7. Citing a symposium article:
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- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
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- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
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DIGITAL ARTWORK PREPARATION continued

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