

Manuscript Submission Checklist

Documentation

- Complete and sign the Copyright Release and Authorship Statement. All authors must sign. **No new authors can be added after the manuscript has been submitted.**
- Obtain written permission for the use of any copyrighted materials (eg, tables or figures) from the copyright holders.
- Complete and sign the Author Declaration of Patient Consent, if applicable, verifying that informed consent has been obtained from patients for the use of photographs or any identifying personal or medical information. (**Do not** submit patients' signed consent forms unless requested to do so.)

General formatting guidelines

- Prepare the manuscript files (cover page, article, figure captions, and tables) in a Microsoft Word-compatible file format.
- Double space and use 1-inch margins in all manuscript files.

Cover page file

- Prepare a cover page with the title of the article; names, degrees, and professional affiliations of all authors; email and physical addresses of the corresponding author; and acknowledgments, if applicable.
INTERNATIONAL AUTHORS: The agd.org email domain is frequently blocked by internet service providers outside the United States and Canada (particularly university servers). To ensure timely and effective communication, authors with such email addresses should create an address from a provider such as gmail.com or yahoo.com.
- Confirm that the cover page lists all authors. **No new authors can be added after the manuscript has been submitted.**

Article file

Abstract

- Explain the objective and/or background, design and methods, primary results, and principal conclusions.
- Limit the explanation to the important aspects of the research or clinical report.
- Limit the abstract to 250 words.
- Limit the keywords (if any) to 5 or fewer, and list them alphabetically.

Body of text

- Remove all identifying information from the manuscript.
- For experimental studies, use the headings Introduction, Methods, Results, Discussion, and Conclusion. For case reports, use the heading Case report instead of Methods/Results. Headings for technique papers and literature reviews will vary.
- If human study participants were involved, include information about institutional review, informed consent, and trial registration (if applicable) in the Methods section.
- In the Methods, describe methods in paragraph form rather than as a list of steps.
- Provide the manufacturer's name for all brand name products that are mentioned.
- In the Results, expand on the findings. Do not simply restate data provided in tables or charts.
- In the Discussion, address the findings in terms of the original hypothesis, if applicable, and evaluate the study results or clinical outcomes in relation to previous reports in the literature.
- In the Conclusion, connect the findings, technique description, or clinical case to the stated objective of the manuscript.
- Confirm that the manuscript falls within the range of minimum-maximum allowable word count (1500-6000 words).

References

- Follow the style guidelines of the *AMA Manual of Style*, 11th edition, when preparing the reference list.
- Number references in order of their text citation.
- Correctly cite and reference all information obtained from outside sources.
- Enclose any direct quotations from another source in quotation marks.
- Include current literature to ensure relevance to contemporary research and clinical practice. In most cases, the majority of references should be no more than 10 years old.

Graphics files

- Limit the total number of graphic elements to 10 tables, figures, charts, and/or radiographs. Note that each lettered element of a compound figure is counted separately.

Figures and charts

- Submit each figure (or lettered component of a compound figure, eg, Fig 1A, Fig 1B) as a separate, high-resolution image file—TIFF, JPEG, Postscript, or EPS files—at approximately 1200 × 1200 pixels or greater. Do not embed figures in the manuscript or group them into a single file or document.
- Confirm that all included figures and charts are relevant and necessary.
- Provide the data used to create charts. For example, provide the exact numerical value of each mean and standard deviation for a bar chart (eg, in a table that will not be published) so that the chart can be reproduced.
- Confirm that the figures are oriented correctly.
- Number the figures in order of their text citation.
- If the figures contain arrows or text overlays, ensure that duplicate, unlabeled images will be available if needed.

Tables

- Provide tables in a single, separate Microsoft Word document. Do not include them in the main manuscript file. Tables must be editable—do not provide them in the form of a static image such as a JPEG file embedded in a Word document.
- Confirm that all tables provide new, necessary information that is not presented in the text.
- Number the tables in order of their text citation.
- Provide a descriptive, specific title for each table.
- Include any references cited in a table in the reference list. Number table references based on the location of the table citation in the text.
- Define all abbreviations in a footnote.

Figure captions file

- Submit the list of captions as a single, separate Microsoft Word document.
- Confirm that the captions match the figures.
- Define any arrows, labels, abbreviations, etc, in the caption. For photomicrographs, provide information about stain and magnification.

Revisions

- Submit the revision correctly as a revision and not as a new manuscript.
- Highlight all revised text in yellow.
- Address all reviewers' comments in the author response letter, even if only to explain why a particular recommendation was not followed.