SMRJ Manuscript Checklist

Manuscript Submission

☐ manuscript formatted in Microsoft Word for Windows (.doc), 1” margins, 12-point Arial or Times New Roman font

Manuscript Components

☐ a cover letter addressed to SMRJ Chief Editor

☐ a title page, including the authors’ full names and financial or other affiliations, as well as disclosure of the financial support related to original research described in the manuscript

☐ an abstract (see abstract requirements for additional information)

☐ a "Methods" section

• the name of the public registry in which the trial is listed, if applicable
• IRB information, therapeutic agents or devices, and statistical methods defined

☐ editorial conventions

• units of measure given with all laboratory values
• on first mention, all abbreviations other than measurements placed in parentheses after the full names of the terms, as in "Michigan State University College of Osteopathic Medicine (MSUCOM)"

☐ numbered references, tables, and figures cited sequentially in the text

• journal articles and other material cited in the "References" section follow the guidelines described in the SMRJ Standards for References Citation
• references include direct, open-access URLs (uniform resource locators) to posted, full-text versions of the documents
• photocopies available (upon request) of referenced documents not accessible through URLs

☐ an acknowledgment section with a concise, comprehensive list of the contributions made by individuals who do not merit authorship credit, and permission from each individual to be named in print

☐ for manuscripts based on survey data, a copy of the original validated survey and its cover letter

For more information on the elements listed in this checklist, see the Information for Authors. A detailed list of requirements by submission type is listed in Information for Authors under the ‘Article Categories’ section.
Graphic Elements
☐ graphics should be formatted as specified in the "Graphic Elements" section of "Information for Authors"
☐ each graphic element in the manuscript cited in numerical order (e.g., Table 1, Table 2, and Figure 1, Figure 2) and correspondingly numbered figure captions in the manuscript
☐ for reprinted or adapted tables, figures, and illustrations, a full bibliographic citations given, providing appropriate attribution

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• employment by an institution or other entity whose product is used in the study
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• leadership position in a group directly or indirectly related to the current study
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• service on a formulary committee that determines whether to select the product in a study or similar products

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