

SMRJ Manuscript Checklist



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.

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 the *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 10th edition of *AMA Manual of Style: A Guide for Authors and Editors* (2007)
 - 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

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

Required Legal Documentation

- for reprinted or adapted tables, figures, and illustrations, permission from the publisher to reprint in *SMRJ*, accompanied by photocopies of the original work
- for photographs in which patients are featured, signed and dated ["Patient-Model Release"](#) forms submitted
- for named sources of unpublished data and individuals listed in the "Acknowledgment" section, permission to publish their names in *SMRJ* obtained
- for authors serving in the US military, armed forces' approval of the manuscript and institutional or military disclaimers submitted
- copyright release forms submitted (Note: Editorial staff will provide this form after submission. Manuscripts cannot move forward to review until all forms have been received.)

Financial Disclosure and Disclosure of Relevant Relationships

- All authors are required to disclose all financial and nonfinancial relationships related to the manuscript's subject matter (often termed "Conflict of Interest"). All disclosures should be included in the manuscript's title page. Those authors who have no financial or other relationship to disclose must indicate that on the manuscript's title page (e.g., "Dr. Jones has no conflict of interest or financial disclosure relevant to the topic of the submitted manuscript"). Each author should complete an automated conflict of interest form found at http://www.icmje.org/downloads/coi_disclosure.pdf. This form will generate an appropriate conflict of interest summary statement that can be included for each author on the title page. Copies of the completed form for each author should be submitted along with the manuscript.

The following items are examples of relationships and affiliations that must be disclosed:

Financial Disclosure

- grants or funding received for the current study or related studies
- royalties received or patents owned on a product that was used in the study
- employment by an institution or other entity whose product is used in the study

- honoraria received from that institution
- stock ownership or options in that institution
- involvement in that institution's speakers' bureau

Disclosure of Relevant Relationships

- leadership position in a group directly or indirectly related to the current study
- any nonfinancial affiliation (e.g., board member or adviser) with an institution or other entity that may benefit from the opinions or data in the current study
- service on a formulary committee that determines whether to select the product in a study or similar products

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