

Manuscript Checklist

MANUSCRIPT SUBMISSION

- Manuscript submitted through our [online manuscript tracking system](#)
- Manuscript formatted in Microsoft Word for Windows (.doc), text document format (.txt), or rich text format (.rtf)

MANUSCRIPT COMPONENTS

- A cover letter addressed to ACOFP Editor with any special requests (eg, rapid review) noted and justified
- A title page, including the authors' full names and financial or other affiliations, as well as full disclosure of any financial support related to original research described in the manuscript
- An abstract - It should briefly state the purpose of the research, the primary results and conclusions. The abstract should be able to stand alone on its own merits, separate from the article. For this reason, references should be avoided, but if necessary, they must be cited in full and without reference to the reference list. Also, non-standard or uncommon abbreviations should be avoided.
- A "Methods" section
 - The name of the public registry in which the trial is listed, if applicable
 - Ethical standards, therapeutic agents or devices, and statistical methods defined
- One to four multiple-choice questions for the continuing medical education quiz and brief discussions of the correct answers
- 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 "American College of Osteopathic Family Physicians (ACOFP)"

- 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 provided 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

- Each graphic element in the manuscript cited in numerical order (eg, 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
- Research-based submissions should include at least 1 graphic element.
- Table headings should appear on the tables themselves.
- Labeled captions for figures, including illustrations, should be provided at the end of the manuscript. A full bibliographic citation should be provided in each caption for reprinted or adapted graphic elements.
- All images must be submitted as separate high-resolution JPEG or TIF files. The minimum resolution that the OFP can accept is 8 inches width at 72 dpi. All patient information must be removed from or blocked out of graphic elements. Radiologic images in particular should be checked for patient information before being submitted to the OFP.

REQUIRED LEGAL DOCUMENTATION

- For reprinted or adapted tables, figures, and illustrations, permission to reprint from the publisher in the OFP's print and online versions 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 the OFP 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 after submission. Manuscripts cannot move forward to review until all forms have been received.)

FINANCIAL DISCLOSURE AND CONFLICT OF INTEREST

All authors are required to disclose all financial and nonfinancial relationships related to the submission's subject matter. 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 (eg, "Dr Jones has no conflict of interest or financial disclosure relevant to the topic of the submitted 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

Conflict of Interest

- Leadership position in a group directly or indirectly related to the current study
- Any nonfinancial affiliation (eg, 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

(Updated January 2014)