

## CHECKLIST

**Only complete manuscript submissions will be considered for publication. Complete submission must include:**

- ☐ Cover letter for manuscript submission
- ☐ Authorship & conflicts of interest statement signed by the corresponding author on behalf of all listed authors
- ☐ Copyright transfer agreement signed by the corresponding author on behalf of all listed authors
- ☐ Manuscript in MS Word format

*AND, where applicable*

- ☐ Letter of approval from review committee for use of human samples in research and human experiments
- ☐ Letter of approval from relevant authority for use of animals in experiments
- ☐ Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
- ☐ Letter(s) of permission from copyright holder(s) to use or adapt copyrighted sources in your manuscript

**In the actual article, ensure that the following information is provided:**

- ☐ Title page (double spaced)
  - ☐ Article category
  - ☐ Article title
  - ☐ Name(s) and affiliation(s) of author(s)
  - ☐ Running title not exceeding 50 characters
  - ☐ Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
- ☐ Abstract and 3–5 key words (double spaced)
- ☐ Main text (double spaced)
- ☐ References (double spaced), on a new page

*AND, where applicable*

- ☐ Conflicts of interest statement
- ☐ Acknowledgments
- ☐ Table headings and tables (double spaced), each on a new page
- ☐ Figure legends (double spaced), on a new page
- ☐ Electronic picture files (resolution of a minimum of 600 dpi) of all figures

**Further considerations:**

- ☐ All abbreviations have been defined at first mention
- ☐ Data in the abstract matches that in the main text/tables/figures
- ☐ Manuscript has been spell-checked

*All authors acknowledge and agree that they will be charged a publication fee of*

- ☐ \$1350 USD for non-members or \$1000 USD for members, for original articles
- ☐ \$1500 USD for review articles
- ☐ \$800 USD for Brief report
- ☐ \$500 USD for Correspondence

*upon acceptance of this article.*