

Submission Checklist

1. Read and Prepare:

- o Read the *Instructions to Authors* thoroughly.
- o Download and review the <u>Sample Manuscript</u> as a guide.

2. Manuscript Format:

- o Ensure the manuscript conforms to the <u>Sample Manuscript</u> Template.
- o The title should avoid using "&" and other non-standard abbreviations.
- Author names should conform to the journal's requirements.

3. Author Information:

- The corresponding author is marked with an asterisk (*).
- o Affiliations are accurate and complete for all authors.
- Include ORCID IDs for all authors.

4. Plagiarism Check:

 Perform a plagiarism check; ensure the similarity index is within acceptable limits.

5. Keywords:

Add between 4 and 8 keywords.

6. Tables:

- o Tables are properly numbered and titled.
- Tables are composed in Word format and are concise (avoid overly lengthy tables).

7. Figures:

- Figures are properly numbered.
- o Ensure that all photographs used are of academic relevance.
- Figure quality must be high-resolution (300 DPI) in PSD, TIFF, JPEG, or PNG format.
- Make sure the figures are clear and not blurry.



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o Text within images should be clear and readable.

8. Citations and References:

- o All sources are appropriately cited within the text.
- References are cited in the text using superscript format and are sequential.
- Ensure all references are included in the reference section in proper AMA format.

9. References and Sources:

- Comprehensive Listing: Ensure that all relevant sources, including peerreviewed articles, websites, books, and theses, are listed in the References section.
- Reference Limit: Verify that the number of references exceeds the specified limit.
- Theses Declaration: If the manuscript refers to theses from a pre-print edition or online repository, declare this in the cover letter and reference them appropriately in the manuscript.

10. Cover Letter:

- Introduction and Highlights: Include a cover letter with your manuscript introducing your article, highlighting the research's novelty and key outcomes.
- Article Details: The cover letter should specifically address:
- The type of article submitted (e.g., original research article, review, short communication).
- Details include the total word count of the manuscript (excluding tables and figure legends), the number of references, and the count of tables and/or figures included in the manuscript.

11. Required Sections:

Ensure the following sections are included:

- Acknowledgment
- Funding Source (include grant numbers if applicable)
- Conflict of Interest



Submission Checklist

- Data Availability Statement
- Ethics Statement
- Informed Consent Statement
- Clinical Trial Registration (if applicable)
- Author Contributions

12. Language and Editing:

 Perform language editing to ensure the article is spell-checked and free from grammatical errors.

13. Copyright and Conflict of Interest:

• The <u>copyright</u> form with the conflict-of-interest declaration is filled and signed by each author.