Formatting Publications for Submission

The following sections provide some tips for how to format the title page, the tables, the figures, and the references.

- Format Title Page
- Format Tables
- Format Figures
- Format References

Overview

- Proper formatting prior to submission saves time and effort
- Manuscripts submitted with improper formatting are sent back to the author without review, potentially weeks after the manuscript was first submitted
- Formatting is an extremely tedious task, which commonly leads to mistakes. Make sure to double-check for errors and watch for small, easily overlooked requirements.

The Formatting Process

Step 1: Select target journal

Step 2: Go to the target journal's website for formatting and submission requirements. These usually can be found under author "guidelines" or "instructions"

- Questions to ask when identifying which requirements to follow:
    1. What type of article is being formatted? *Original research, review, case report, letter to the editor, editorial, etc.*
    2. Is an Abstract required?
    3. What type of Abstract is required (*structured or unstructured*)?
    4. What are the word limits for the abstract and text for the type of article? What is included in the word count?

Step 3: Read through author instructions and create a list of all required materials and information

- Submissions often require additional documents and information. *These may include:*
    1. Conflict-of-interest forms and/or statement
    2. Patient consent
    3. Disclosures
    4. Checklists
    5. Copyright agreements
    6. Co-author emails
    7. Corresponding author contact information

8. Highest academic degrees
9. Publication fees
10. Color charges
11. Suggested reviewers

Step 4: <u>Format manuscript and all attachments according to requirements</u>

- Always check the guidelines for each journal, but widely accepted standards include:
    1. Line spacing: double
    2. Font and font size: Times New Roman, size 12
    3. Margins: 1"
    4. 1/2" indentations at beginning of paragraphs
    5. Page numbers
- Manuscript text:
    1. Confirm word limits for abstract, text, references, and figures/tables
    2. Provide an abbreviation list if required
    3. Ensure line spacing, text size, and page margins are correct
    4. Use appropriate formatting hierarchy for headings and subheadings
    5. Determine whether page numbers, line numbers, or other headers/footers are needed
    6. If the journal uses a blinded review process, ensure that no identifiable information is included in the manuscript text or figures/tables
- Statements: Include any required statements in the specified location in the manuscript, with proper labeling and language.
    1. Author contributions
    2. Competing interests/disclosures
    3. Funding
    4. Data sharing
    5. Patient consent
    6. Ethical approval
    7. Acknowledgements

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