

## **JRRD Manuscript Submission Checklist**

Full [JRRD Submission Guidelines](#) are available online and from [Manuscript Central](#) under the *Instructions and Forms* tab.

### **-GENERAL-**

- Manuscripts submitted via [Manuscript Central](#) in MS Word, double-spaced with pages consecutively numbered.
- Required forms are completed by all authors: (1) [ICMJE Form for Disclosure of Potential Conflicts of Interest](#), and (2) [JRRD Statement of Originality](#).
- Cover page contains—
  - Short title (45 characters or less) for use as a running head;
  - Title (100 characters or less [letters and spaces] with no abbreviations or acronyms);
  - All authors' name(s), major degree(s), and affiliation(s);
  - Name, address, telephone and fax numbers, and e-mail of corresponding author;
  - Author contributions detailing the specific contributions of each author.
- JRRD at a Glance* of 100 words or less describing the relevance to the veteran submitted separately. Abbreviations, acronyms, references, footnotes, and commercial names are not included in the *JRRD at a Glance*.
- Proper citation, full quotation, and required permissions for any previously published text, tables, or figures included.
- Submission run through plagiarism-detection software (e.g., iThenticate).

### **-SPECIFIC-**

#### **ABSTRACTS**

- Contain clinical trial registration information, if required.
- Limited to 200 words and written as a single paragraph without subheadings (e.g., Methods, Results, Conclusions).
- Do not contain footnotes, symbols, references, or commercial names.

#### **ACKNOWLEDGMENTS**

- Only include individuals/entities that have provided financial or other substantive assistance. All individuals named in the acknowledgments have given written permission to be named.
- Contain institutional review board approval and informed consent information.

#### **TABLES**

- On separate page at the end of the text with their titles and captions.
- Numbered with Arabic numerals.
- Each cited in the text in numerical order as they first appear.
- Contain all information necessary to stand alone, independent of the text.
- Do not contain data that could be included in the text in several sentences.

## FIGURES

- Prepared according to [JRRD Submission Guidelines](#) and [JRRD Figure Checklist](#).
- Cited in the text in numerical order as they first appear.
- Each contain all information necessary to stand alone, independent of the text
- Only contain letters and identifying marks (e.g., arrows) that are clear and sharp; critical areas of radiographs and photomicrographs are identified.
- Do not contain ANY text that may identify a patient.
- Contain explanatory material in accompanying legend not on the figure or in the figure title.
- Each accompanied by a legend; legends are listed all on a separate page at the end of the manuscript.
- Require permission for art reprinted from other sources and a credit line in the legend.
- Require a signed *Consent for Use of Picture and/or Voice* from each person who can be identified in a photograph or illustration (form available from [Manuscript Central](#) under the *Instructions and Forms* tab).

## REFERENCES

- Correspond to the specifications of the [ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#). Examples of specific types of references are available in the full guidelines.
- Identified on the line within brackets, e.g., Levitz [3].
- Each cited in the text.
- Numbered consecutively in the order in which they appear in the text.
- Do not include unpublished data, personal communications, submitted manuscripts, statistical programs, papers presented at meetings, and non-peer-review publications. Instead, these are listed either as in-text notes or footnotes, with written permission if applicable.

## VIDEO/AUDIO

- Submitted to the Editorial Office (Editor, JRRD, 103 S. Gay Street, 5th Floor, Baltimore, MD 21202) by CD or DVD clearly labeled in English. Filenames must include first author's last name and *JRRD* manuscript ID number.
- Video/audio files must be numbered and cited in the text in numerical order.
- Video files must be limited to 30 seconds in length, have a video resolution of no less than 640 x 480 pixels, and be submitted in Windows Media Video (.WMV) or QuickTime (.MOV) format.
- Audio files should be limited to 2 minutes, have a sound quality of at least 96 kbit/s, and be submitted in Windows Media Video (.WMV), QuickTime (.MOV), or .MP3 format.
- Must be accompanied by a full transcript of all audio for accessibility purposes.

## APPENDICES

- Submitted as separate MS Word files via [Manuscript Central](#), with subsequent hard copy/electronic transmittal to the Editorial Office upon article acceptance.
- Formatted and reviewed by the author; *JRRD* Appendix materials are *not* typically reviewed by a technical editor.