

IJOT Manuscript Submission Checklist (Version 1.1: December, 2016)

Checklist (to be tick marked, as applicable and one copy attached with the manuscript)

Manuscript Title _____

Covering Letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned, if any
- Conflicts of interest disclosed, if any
- Self-Attested Photocopy of IRB Approval submitted/ Self-Attested Photocopy of Written Informed Consent Letter for Case Reports/Letter stating that the research was conducted as per 'Declaration of Helsinki' is submitted

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Identity not revealed in paper except title page (e.g.) name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc. to be strictly avoided.

Presentation and Format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information (as per 'Guidelines to Authors for Submission')
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 350 words for original/review articles)
- Structured abstract provided for an original article
- Key words provided (four to six)
- Key messages provided
- Introduction of 150 words and the total word count does not exceed 3000 words for original research, 4000 words for review papers and 1500 words for case-report (excluding title and abstract pages, acknowledgment, references, and illustrations)
- Headings as required in Guidelines (**not ALL CAPITALS, not Underlined, no Punctuation Marks**)
- References cited in superscript in the text without brackets (At the end of the relevant sentence and after the period/full stop)
- References according to 'Guidelines to Authors for Submission'.

Language and Grammar

- Uniformly American English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out. Numerals at the beginning of the sentence spelt out

Tables and Figures

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided (as data labels)
- Figures necessary and of good quality (colour-600 dpi)
- Table and figure numbers in Arabic letters (not Roman)
- Clinical photographs of good quality with clear background without any clutter (confidentiality maintained)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided (Permission sought or the source credited)