

Journal of Cutaneous Medicine and Surgery Manuscript Preparation Checklist

****Please be sure to carefully read and follow all Manuscript Submission Guidelines**** at: <http://bit.ly/JCMS-AuthorInfo>

Manuscript Types:

Original Research (OR) **Review Article (RA)** **Clinical Correspondence (CC)** **Letter to the Editor (LE)** **Visual Dermatology (VD)**

Manuscript Element	Required by Type	Document or Submission Form Placement	Description	Included
Cover Letter	Not required	Can be pasted in or uploaded to the online submission form.		
Style	All		Double-spaced (including captions, legends, and references) with 3cm left and right margins and 5cm head and foot; .docx or .rtf format; 12 point Arial or Times New Roman font.	
Word Count	All	Text excluding the abstract, references, tables, and figure legends.	OR: 3000 words CC: 500 words RA: 4500 words VD: 25 words	
Abbreviations and Acronyms	All , if applicable	Separate page between Abstract and Main Document.	Avoid abbreviations and acronyms. Consult the <i>American Medical Association Manual of Style</i> , 10th edition, for recommended abbreviations. Define abbreviations at first appearance in the text. If 8 or more abbreviations or acronyms are used, provide a separate table of abbreviations and acronyms.	
Footnotes	All , if applicable		Type footnotes at the bottom of the manuscript page on which they are cited.	
Measurements and Weights	All , if applicable		Standard metric units.	
Statistical Nomenclature and Data Analysis	All , if applicable		Methodology for all statistical analysis should be described, and references should be cited. Standard tests (chi-square, student's T, etc.) do not require citation of references. Proprietary software for statistical analysis should be documented.	
Suppliers	All , if applicable		Credit suppliers of drugs, equipment, and other commercial material mentioned in the article within parentheses in text, giving company name, city and state or city and country.	
Patient Consent	All , if applicable		OR: State in Methods whether participants provided written or verbal informed consent. CC: State whether written informed consent for patient information and images to be published was provided. See Research ethics and patient consent in the Manuscript Submission Guidelines. All: Authors must obtain and retain signed consent to publish identifiable images.	

MAIN DOCUMENT:				
• Title	All	Title Page	Descriptive, limited to 100 characters including spaces; no acronyms or abbreviations.	
• Running Title	None			
• Author Names	All	Title Page	List all authors by first name, all initials, and family name. See full authorship guidelines in Manuscript Submission Guidelines. VD: Limit 2	
• Author Affiliations	All	Title Page	List the name and full address of all institutions in which the described work was done (even if not the author's current affiliation). List departmental affiliations of each author affiliated with that institution after each institutional address. Connect authors to departments using numbered superscripts.	
• Corresponding Author	All	Title Page	Provide the name, exact postal address with zip or postal code, telephone number, and e-mail address of the author to whom communications, proofs, and requests for reprints should be sent after publication.	
• Keywords	All	Title Page	Provide 3 to 5 keywords for all submissions.	
• Abstract	OR RA	Follows Title Page	OR: Structured, no longer than 250 words, divided into five sections: Background, Objectives, Methods, Results, and Conclusions. RA: Unstructured; no more than 250 words. CC, LE, VD: none	
• Introduction	OR	Main Text follows Title Page		
• Materials (or Patients) & Methods	OR	Follow Introduction		
• Results	OR	Follow Materials (or Patients) & Methods		
• Discussion	OR			
• Acknowledgements	All , if applicable	Follow main text or supplemental data.	All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section.	
• Conflicts of Interest	All	Follow Acknowledgments	All authors must include a COI statement as outlined by the ICMJE. See full description in Manuscript Submission Guidelines.	
• Funding	All	Follow COIs	See full description in Manuscript Submission Guidelines.	
• References	All	Follow Funding	Follow American Medical Association's Manual of Style, 10th Edition. In-text citations must be numbered with superscript Arabic numerals in the order in which they appear in the text; no brackets. Journal article example: Kim WB, Alavi A. Clinical features and patient outcomes of hidradenitis suppurativa: a cross-sectional retrospective study. J Cutan Med Surg. 2016;20(1):52-57. CC: Limit 5 VD: none	
• Tables	All , if applicable	Follow References	Self-explanatory, not duplicated in the text or figures. Must be created within the text file and not imported or pasted as images. <ul style="list-style-type: none"> • Double-space on separate pages • Do not use vertical lines • Number (Arabic) in order of appearance • Title above 	

			<ul style="list-style-type: none"> Legends and explanatory notes below Abbreviations follow legend in alphabetic order Lower case letter superscripts beginning with “a” following in alphabetic order for notations regarding statistics. <p>CC: All will be published as Supplemental Material. VD: none</p>	
<ul style="list-style-type: none"> Figure Legends 	<p>All, if applicable</p>	<p>Follow Tables</p>	<p>Add a placeholder note in the running text (i.e. “[insert Figure 1.]”) for each figure. Cite the source of previously published (print or electronic) material in the legend and indicate permission has been obtained. Proof of permission must be scanned and uploaded with manuscript files or emailed to the editorial office.</p>	
			<p>Figure legends should be double-spaced and numbered (Arabic) in order of appearance. Identify (in alphabetical order) all abbreviations appearing in the figures at the end of each legend. Give the type of stain and magnification power for all photomicrographs.</p>	
<p>Figures</p>	<p>All, if applicable</p>		<p>See full description in Manuscript Submission Guidelines.</p> <ul style="list-style-type: none"> Format: JPEG, TIFF, EPS Placement: Figures should be submitted separately. Please add a placeholder note in the running text (i.e. “[insert Figure 1.]”). Resolution: Rasterized based files (i.e. with .jpeg or .tiff extension) require a resolution of at least 300 dpi (dots per inch). Line art should be supplied with a minimum resolution of 800 dpi. Images cannot be scaled up after origination. <p>Basic masking in photos is not sufficient to ensure patient anonymity; signed consent is required.</p> <p>CC: All will be published as Supplemental Material. VD: limit 1</p>	
<p>In-line Videos</p>	<p>All, if applicable</p>		<p>Video files must be submitted for peer review in the following format:</p> <ul style="list-style-type: none"> .mp4 or .mov Must not exceed 9 minutes All narration must be in English A still image that meets Journal figure requirements must be included Number inline video files/stills as “Video 1,” “Video 2,” etc. <p>See full description in Manuscript Submission Guidelines.</p>	
<p>Supplementary Data</p>	<p>All, if applicable</p>		<p>See full description in Manuscript Submission Guidelines. Supplemental files are not copyedited or typeset; they are permanent.</p>	
<p>Revisions</p>	<p>All</p>		<p>Must be submitted in two parts as word-processing files (1) revised, marked, complete manuscript text file showing additions and deletions, preferably using Track Changes strike through format for deletions; (2) revised, unmarked manuscript text file.</p>	
			<p>A point-by-point response to reviewers’ comments must be pasted into the appropriate field on the submission form in SAGE Track or uploaded as appropriate in that area.</p>	
<p>Fees</p>	<p>none</p>		<p>There are no fees payable for submission or publication.</p>	