

# Submission Checklist for American Journal of Men's Health

Please use the following checklist to prepare your submission.

Manuscripts not conforming to these guidelines may be returned to the author.

**Submit your manuscript here:** <https://mc.manuscriptcentral.com/ajmh>

*This checklist is provided to help you prepare your submission. It should **not** be submitted along with your manuscript*

## Open Access

*AJMH* is an open access journal. **All** content will be published open access and charged an Article Processing Charge (APC). [Click here for more information on the APC.](#)

## Preparing your manuscript for submission

- My manuscript fits the [Aims and Scope](#) of the journal. It is specific to men's health
- My manuscript is not being considered for publication elsewhere, nor is it published elsewhere (the article may be posted on a preprint server. Do not post an updated version of the paper on the preprint server while it is being peer reviewed in *AJMH*)
- I have properly blinded my manuscript by removing any identifying information from the main document, and including it on the Title Page instead

### **My Title Page includes the following information:**

- The full article title
- The full list of authors. Complete names and academic affiliations are required for all co-authors
  - **The listed affiliation should be the institution where the research was conducted.** If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript note at the end of the paper
  - **All listed authors must meet the criteria for authorship:**
    - Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data
    - Drafted the article or revised it critically for important intellectual content
    - Approved the version to be published
    - Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
  - When a large, multi-center group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship
  - Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments (see below)
  - Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) authorship guidelines](#) for more information on authorship
- Corresponding author contact information: name, institutional address, phone/fax, email
- Acknowledgments and credits

- All contributors who do not meet the criteria for authorship should be listed in the Acknowledgements. Examples include someone who provided purely technical help, or a department chair who provided only general support
- Individuals who provided writing assistance do not qualify as authors and should be included in the Acknowledgements. **Authors must disclose any writing assistance** – including the individual’s name, company and level of input – and identify the entity that paid for this assistance. It is not necessary to disclose use of language polishing services.
- Grant numbers and/or funding information
  - For guidance on the format of the acknowledgment text, please [click here](#)
  - If no funding was provided, please include this statement: “This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.”
- Conflict of Interest statement
  - For guidance on conflict of interest statements, please see the [ICMJE recommendations](#)
  - If no conflict exists, please include this statement: ‘The Author(s) declare(s) that there is no conflict of interest’

#### **Main Document (blinded)**

- I have secured permission to reproduce all copyrighted figures, illustrations, tables, lengthy quotations, or other material previously published elsewhere
- My manuscript follows the word limit and table/figure limits for its [specified manuscript type](#) (submissions which exceed these limits will be returned to the author to revise)
- My manuscript is in Word or LaTeX format. [LaTeX templates available here](#)
- The abstract (250 word limit) is on the first page, headed by the full article title
- The article text begins on a new page, also headed by the full article title
- My manuscript includes the following sections (as applicable), in this order: (1) Title page, (2) Abstract, (3) Keywords, (4) Text, (5) Notes, (6) References, (7) Tables, (8) Figures, and (9) Appendices
- I have used headings and subheadings, formatted in the following way, to organize the content of my manuscript (generally three heading levels are sufficient):
  - Level 1: Centered, Boldface, Upper & Lowercase
  - Level 2: Flush Left, Boldface, Upper & Lowercase
  - Level 3: Indented, boldface, lowercase paragraph heading that ends with a period
  - Level 4: Indented, boldface, italicized, lowercase paragraph heading that ends with a period
  - Level 5: Indented, italicized, lowercase paragraph heading that ends with a period
- My manuscript follows the relevant [EQUATOR Network reporting guidelines](#), depending on the type of study. The [EQUATOR wizard](#) can help identify the appropriate guideline
  - If a randomized controlled trial, it includes a completed [CONSORT](#) flow chart as a cited figure, and the completed CONSORT checklist is included as a supplementary file
  - If a systematic review and metaanalysis, it includes a completed [PRISMA](#) flow chart as a cited figure and the completed PRISMA checklist is included as a supplementary file
- Clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrollment. The trial registry name and URL and registration number are included at the end of the abstract. Submissions that violate this requirement will not be considered

- Any medical research involving human subjects was conducted according to the [World Medical Association Declaration of Helsinki](#)
- If my manuscript reports animal and/or human studies, the methods section includes relevant Ethics Committee or Institutional Review Board approval, including the full name and institution of the review committee, and the approval number
- If my manuscript reports on human studies, the methods section includes participant informed consent information, including whether informed consent was written or verbal. If informed consent was verbal, information on how consent was recorded is included.
- If my manuscript reports on individual cases or case series, a statement regarding informed consent is included in the manuscript text. The statement notes that written, informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative. Please do not submit the patient's actual written informed consent with your article, as this breaches the patient's confidentiality. The confirmatory letter may be uploaded with your submission as a separate file.
- In-text citations includes at least two pieces of information, author(s) and year of publication
- Every in-text citation has a corresponding citation in the reference list and each reference list citation has a corresponding in-text citation. Corresponding citations have identical spelling and year
- If my manuscript requires explanatory notes, I have inserted a number formatted in superscript following almost any punctuation mark. Footnote numbers should not follow dashes ( — ), and if they appear in a sentence in parentheses, the footnote number should be inserted within the parentheses. The Footnotes should be added at the bottom of the page after the references. The word "Footnotes" should be centered at the top of the page.
- Each table has a clear and concise title. When appropriate, the title explains an abbreviation parenthetically (e.g. Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC))
- All figures are numbered consecutively in the order in which they appear in the text – they will appear in the published article in the order they are numbered
- All figures include figure captions
- Figure resolution is 300dpi. For more information on figure/image preparation, [click here](#)
- Appendices are *lettered* to distinguish them from numbered tables and figures
- Appendices each have a descriptive title. (e.g., "Appendix A. Variable Names and Definitions")
- I have cross-checked the text for accuracy against the appendices
- My references are formatted according to [APA style](#) and the following rules:
  - The reference list is arranged in alphabetical order according to authors' last names. If there is more than one publication by the same author, order them according to publication date, oldest to newest
  - When listing multiple authors of a source use "&" instead of "and"
  - Capitalize only the first word of the title and of the subtitle, if there are one, and any proper names – i.e. only those words that are normally capitalized
  - Italicize the title of the book, the title of the journal/serial and the title of the web document
  - Write out the full names of all journals. Do not use abbreviations.
  - Do not use "et al." in the Reference list at the end; names of all authors of a publication should be listed there
- My supplementary material (if applicable) are one of the [accepted file types](#)

## What you will need to submit your manuscript

- Files: At a minimum, your blinded main document, formatted using the checklist above, and Title Page with all identifying information, as instructed above
- Optional files: figures, images, supplementary files, etc
- Keywords: 2 required, 5 maximum
- Complete list of authors, with their institutional affiliations. See above for more information on what constitutes authorship
  - The author information you enter at submission must exactly match what is included on your Title Page, including full names, academic affiliations, and corresponding author contact details
- The corresponding author must have an ORCID ID. You can [sign up here](#) in a matter of seconds.
  - We strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platform. It takes seconds to do: click the link when prompted, sign into your ORCID account and our systems are automatically updated. Your ORCID iD will become part of your accepted publication's metadata, making your work attributable to you and only you. Your ORCID iD is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications.
  - ORCID IDs must be added to co-author profiles before the article is accepted. **They cannot be added to published articles retroactively**
- Funder information: Name, grant/award number
- The number of figures, tables, and words in your manuscript
- Conflict of Interest statement
- You will be asked to indicate if the project was sponsored or funded and if so, by whom
- If you have posted your manuscript to a preprints server, you will be asked to supply the DOI (this does not prohibit submission, but no changes should be made to the preprint version while your manuscript is under evaluation in *AJMH*)

*This checklist is provided to help you prepare your submission. It should **not** be submitted along with your manuscript*

**Full Manuscript Submission Guidelines:** <https://journals.sagepub.com/author-instructions/JMH>