

## Checklist

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### General

- ☐ Two completed copies of this checklist are included with each manuscript.
- ☐ The original manuscript and two copies, including tables and figures, are enclosed.
- ☐ The entire manuscript is typed double-spaced, using margins of at least one inch.
- ☐ Page numbers are included on all pages of the manuscript, including tables and figures.

### Title Page

- ☐ The manuscript title, full name(s) of author(s), and affiliation(s) are provided.
- ☐ The name, address, telephone number, fax number, and e-mail address of the corresponding author are provided.
- ☐ A running title of no more than 45 letters, including spaces, is provided.

### Summary

- ☐ The summary for original articles or case reports is less than 250 words, uses a structured format, and includes up to six key words.

### References

- ☐ References are numbered consecutively in the order in which they appear in the text.
- ☐ Abbreviations of journal titles conform to those used in *Index Medicus*.
- ☐ No periods have been used after authors' initials or after journal abbreviations.
- ☐ Periods are used at the ends of references.

***\*Reference errors will cause immediate rejection of your paper.***

### Table

- ☐ Each table, together with the table heading, is typed on a separate sheet of paper.
- ☐ If more than one table appears in the manuscript, consecutive numbering is used (e.g. Table 1, Table 2, Table 3, etc.)
- ☐ Tables do not contain data that could be included in the text in several sentences.
- ☐ Vertical lines are not used.

### Figures

- ☐ Figures have been prepared with either a width of one column (78 mm) or two columns (162 mm).
- ☐ Letters and identifying marks are clear and sharp, and the critical areas of radiographs and photographs are identified.
- ☐ All legends and explanatory material are typed on a separate page and not on the figures.
- ☐ Legends for photomicrographs include stain and magnification information.