



JAOAO Submission Guidelines

UPDATED MAY 2024

IMPORTANT: Only submit online through this portal articles that have NOT been published, or are being considered for publication, by any other print or online publication. Please read through each process during submission to avoid potential delays in publication.

The JAOAO is committed to the principles of equality, diversity and inclusion. No editorial decisions will be made based on age, sex, sexual orientation, race, ethnicity, nationality or religious beliefs. Authors must also respect this code. Any divergence from this policy may result in rejection of a submission. Plagiarized content is forbidden and will be rejected. Authors are encouraged to view a summary of ethical writing guidelines [here](#).

Peer Review

JAOAO submission review is a double blinded format. The identities of authors are concealed from the reviewers and vice versa. All submissions undergo a review by a minimum of two associate editors per category. Deputy Editors make the final determination of acceptance or rejection of submissions. In the rare case of appeals, a final determination may be made by the Editor-in-Chief.

Using the International Committee of Medical Journal Editors [criteria](#), all author contributions must be identified.

Submissions

The JAOAO accepts the following types of submissions:

- Scientific Articles* (including Systematic Reviews and Meta-analyses)
- Current Concepts/Review Articles
- Case Reports
- Technique Articles
- Commentaries & Perspectives
- Letters to the Editor

*** Structured Abstracts are required for all scientific article submissions.**

Categories:

Adult Reconstruction
Foot and Ankle
General
Hand
Shoulder and Elbow
Oncology
Pediatrics
Sports Medicine
Spine
Trauma

Required: Key Words

Authors will supply 4-6 key words to be linked to your article for easy access via online searches.

Required: Article Content Upload

NOTE! Be sure to remove all author data and/or any reference to authors or institutions. To avoid a delay in review, you MUST remove any identifying information (institution name, investigators, etc.).

Articles must be formatted as follows.

1. Only .docx files will be accepted for upload.
2. Title page requirements: You must include the title of your submission, the word count and number of figures and tables. **Total max uploaded images, including tables, is 10 per submission.**
3. Abstract requirements: Structured abstracts must include 1) Background; 2) Purpose/Hypothesis; 3) Study/Design; 4) Methods; 5) Results; 6) Conclusion. Do not cite references in the abstract. For all other submissions, the abstract should be an unstructured paragraph.
4. For scientific articles, manuscripts must be submitted in this order: title page, abstract, introduction (including purpose/hypothesis), methods, results, discussion and references. Total word count limit should be exclusive of the title page, abstract and references.
5. Include images, tables, charts, graphs within the body of your article where appropriate. You will **also** upload each image separately. This is important for graphic layout should your submission be accepted for publication. Images should be submitted in .jpg format.
6. Your uploaded manuscript must be **double-spaced with continuous line numbering**. Font recommendations are Times New Roman or Calibri, 12-point standard font.
7. Submissions should follow the [AMA style](#), especially references. Authors must refer to original documents rather than secondary sources. Citations within your manuscript should be numbered and in parenthesis, ex. (1), (2), etc.

Disclosures and Declaration

Author Declaration

Authors must disclose facts which may be considered as potential conflicts of interest and to significant financial contributions to this work. If none, authors will be asked to attest the content is free from conflict.

Informed Consent/IRB Approval

Institutional Review Board (IRB) approval is required if pertinent to your submission. Information on collection of informed consent is also necessary.

Copyright Permission

Permissions are required if anything is included from a previous publication. Any photographs of patients younger than 18 require parent/guardian permission. Authors serving in the US military must obtain military/institutional approval and disclaimers.

Attestation

The lead author will need to confirm that due consideration has been given to the protection of intellectual property associated with this work and that there are no impediments to publication, including the timing of publication, with respect to intellectual property. In so doing we confirm that we have followed the regulations of our institutions concerning intellectual property.

The lead author will be the sole contact for the Editorial process (including direct communications with the office) and will be responsible for communicating with the other authors about progress, submissions of revisions and final approval of proofs.

Attestation will be required to confirm that the content has not been submitted for consideration with any other publication, nor published in its entirety elsewhere.

Submission Checklist

Before submitting your manuscript, ensure you have reviewed your article completely.

- ✓ Spell-checked and grammar checked
- ✓ All figures, tables, charts, etc. are included where you would like them to appear within the article and are clearly defined.
- ✓ All figures, tables, charts, etc. have been uploaded separately.
- ✓ References are in the correct format and properly cited within the article.
- ✓ Abstract is in the proper format, if applicable.
- ✓ Permission has been obtained for use of copyrighted material, including from online source, if applicable.

Payment Required Before Submission

Payment will be required upon submission unless special circumstances are provided for you by the administrative office.