Submission Guidelines

Please read the guidelines completely before submitting your manuscript. Manuscripts not adhering to these guidelines may not be considered.

Submission Site

The Journal of the American Osteopathic Academy of Orthopedics (JAOAO) is the official publication of the American Osteopathic Academy of Orthopedics.

The Editor-in-Chief, Steven J. Heithoff, DO, MBA may be contacted via email at jaoaoeditor@aoao.org.

View the *JAOAO* Editorial Board.

Manuscripts will only be considered for publication when submitted online at https://www2.aoao.org/eJournal/index.iphtml.

Download the *JAOAO* Ethics Policies.

Read through the following guidelines prior to completing your submission.

1. Manuscript Submission Guidelines
2. Submission Fee Schedule
3. Authors
4. Article Types
5. Manuscript Preparation
    5.1. General Considerations
    5.2. Abstract
    5.3. Body
    5.4. References
    5.5. Artwork and Figures
    5.6. Tables
    5.7. Videos
6. Manuscripts Requiring Revisions
7. Accepted Manuscripts

1. Manuscript Submission Guidelines

Articles are accepted for exclusive publication in *JAOAO*. Previous presentation at a scientific meeting, and/or publication of the abstract in conjunction with the meeting, does not preclude publication of the article; however, this information must be disclosed in a cover letter at the time of submission and sent to joye@societyhq.com. Previously published articles, including those published in non-English-language journals, are not accepted. *JAOAO* does not accept manuscript submissions involving human subjects (or their medical records) that have been previously posted to preprint servers.

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis that it is not under consideration for publication elsewhere) that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder.

Authors must disclose the use of generative Artificial Intelligence (AI) and AI-assisted technologies in the writing process.

Authors with ideas for review articles should contact the Editor-in-Chief, Steven J. Heithoff, DO, MBA at jaoaoeditor@aoao.org to find out if *JAOAO* has recently published a review article on that topic or if there is a similar submission in progress.

Our online submission system guides you stepwise through the process of entering your article details and uploading your files. Manuscripts must be in blinded and in MSWord format. This is required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail to the corresponding author.

2. Submission Fee Schedule

Corresponding authors who submit their paper for publication will pay a submission fee schedule below:
Cost to Submit:
- AOAO Member: $100
- RAOAO Member: $75
- SAOAO Member: $50
- Non-member: $750

Article types that will not receive a charge: letters to the editor, commentaries/perspectives. For these submissions, contact Joye Stewart at joye@aoao.org for more information.

3. Authors

- Each author is responsible for the content and accuracy of the entire manuscript. Each author should participate in the content and design of the study, the preparation of the manuscript and its revisions, and final approval.
- "Gift authors" and "ghostwriters" should be excluded.
- A maximum of 6 authors will be allowed.
- Other individuals who contribute effort to the process should be identified as "contributors" and acknowledged at the end of the manuscript together with their contribution.
- The order and inclusion should be decided by consensus among the authors themselves and acknowledged in writing.
- Authors of manuscripts representing a multi-center study who wish to exceed The Journal's limit of six authors can be listed as a "writing Committee", all of whom assume responsibility for the overall content and integrity of the article. Members of the writing committee are listed in the footnote on the title page of the published article and their affiliations are listed in an appendix.
- In-text citations should include the first and second authors.
- The authors should clearly indicate the predominant surgeon or surgeons who have contributed patients. Contributing patients is not sufficient in and of itself to merit authorship.

4. Article Types

Review Articles. Review Articles may be submitted unsolicited. Limited to 4000 words (word count excludes the abstract, which is limited to 350 words; and it does not include the references). No more than 4 tables, and no more than 10 figures or images allowed. Images must be in .jpg format.

Scientific Articles. Limited to 4000 words (word count excludes the abstract, which is limited to 350 words; and it does not include the references). No more than 4 tables, and no more than 10 figures or images allowed. Images must be in .jpg format.

Systematic reviews and meta-analyses should be submitted as article type "Scientific Articles" and follow all formatting requirements accordingly. No pre-submission approval is required, but the Editors reserve the right to decline peer review of systematic reviews and meta-analysis submissions that they deem as not suitable for the Journal.

A systematic review follows an explicit protocol to systematically identify, appraise, and synthesize the findings of studies that address a similar question. A meta-analysis (a quantitative synthesis of the results of the systematic review) is preferred whenever possible.

Authors should include a PRISMA checklist when uploading their manuscript. In addition, authors should consult the PRISMA guidelines (more info). For network meta-analyses, authors should follow the PRISMA network meta-analysis extensions.

Case Reports. Limited to 1500 words (word count excludes the abstract, which is limited to 150 words; but it does not include the references). No more than 4 tables, and no more than 10 figures or images allowed. Images must be in .jpg format.

Technique Articles. Limited to 1500 words (word count excludes the abstract, which is limited to 150 words; and it does not include the references). No more than 4 tables, and no more than 10 figures or images allowed. Images must be in .jpg format. The goal of a surgical technique article is that a surgeon reading / viewing it will understand the indications, contra-indications, technique, post-op care, and summary outcomes (if available) of a procedure.

Commentaries/Perspectives. Limited to 1500 words (word count excludes abstract, which is limited to 150 words; and it does not include references). Commentaries and perspectives discuss the findings, implications, and/or outcomes of specific research or wider research on a general topic.

Letters to the Editor. Letters to the Editor from readers are a valuable part of academic discourse in which readers may raise points of concern or academic debate regarding published articles. Letters to the Editor are limited to 500 words.

Type of Article	Max Number of Words	Figures or Images	Tables *Included in total of 10 figures/images*
Scientific Articles	4,000	10	4
Current Concepts/Review Articles	4,000	10	4
Case Reports	1,500	10	4
Technique Articles	1,500	10	4
Commentaries/Perspectives	1,500	2	0
Letters to the Editor	500	2	0

5. Manuscript Preparation

5.1. General Considerations

• Ensure the text is fully blinded (do not include names of authors and/or institutions)
• Text word count should not exceed specified limit (including the abstract but not the references)
• Include the abstract
• Continuous line numbers
• Use standard 12-point font, in Times New Roman or Calibri font
• Page numbers (lower right corner)
• Double line spacing
• Imbed images/tables within the word document to let us know where they should appear within the submission. Additionally, all figures and tables should be uploaded separately for quality control.
• Ensure all figure and table citations in the text match the files provided
• Ensure manuscript has been 'spell checked' and 'grammar checked'
• Ensure all references mentioned in the Reference List are also cited in the text, and vice versa
• Be sure to adhere to the JAOAO Ethics Policies

Use of word processing software

It is important that the submitted file be in MS Word format. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts. Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Acknowledgements

Do not include acknowledgements in the blinded manuscript file. If accepted for publication, you may contact the JAOAO to have those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.) added to your manuscript.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Units

Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

Math formulae

Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).

Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors can build footnotes into the text, and this feature may be used. Otherwise, please indicate the position of footnotes in the text and list the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

5.2. Abstracts

A <u>structured</u> abstract is required for Scientific Articles and Case Reports and should use the following headings:

Scientific Articles
- Background
- Methods
- Results
- Conclusion

Case Reports
- Case (which summarizes the salient features of the case)
- Conclusion (which states the main learning point and novelty of the case).

An <u>unstructured</u> abstract is required for Technique Articles.

An abstract may be presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Abstracts are to follow the word count limits listed above.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

5.3. Body

For Scientific Articles:

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

For Case Reports:

Introduction

Briefly describe the history, frequency of occurrence, typical presentation, and progression of the condition. If the case represents a new condition, describe the condition in detail. Include a short summary of a literature search.

Statement of Informed Consent

All case reports must include a statement that each patient was informed that data concerning the case would be submitted for publication and that each patient agreed. We do not require, nor will we accept, consent forms signed by the patient.

Case Report

No more than three (3) cases should be presented in the report. Individually describe each patient's demographic information, medical history, signs and symptoms, diagnostic test results, treatment, and outcome. If reporting on more than one patient, assign a case number to each patient. A minimum of one to two years of follow-up with documentation of clinical, radiographic, and functional outcome information is preferred in order for the case to be of maximum assistance to clinicians facing treatment decisions for patients with similar clinical problems. Authors seeking to submit a manuscript with less than one year of follow-up can request an exemption but should provide a justification for this request in the form of a cover letter that accompanies the submission.

Discussion

Describe any conclusions that can be drawn from the case(s) and the potential impact on our understanding or treatment of the condition.

Technique Articles:

Introduction

Introduction of the clinical problem and procedure. Describe the patient selection (indications / contra-indications)

Surgical Technique

Describe the surgical technique (with images) . Include pearls based on authors' experience. Describe the post-operative care / rehabilitation. Provide a summary of outcome data (if available).

Discussion

5.4. References

Citation in text

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.

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Reference links

Increased discoverability of research and high-quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, Crossref and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is highly encouraged.

A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar J.C., Russo R.M., James D.E., Ambeh W.B., Franke M. (2003). Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. Journal of Geophysical Research, https://doi.org/10.1029/2001JB000884. Please note the format of such citations should be in the same style as all other references in the paper.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Preprint references

Where a preprint has subsequently become available as a peer-reviewed publication, the formal publication should be used as the reference. If there are preprints that are central to your work or that cover crucial developments in the topic, but are not yet formally published, these may be referenced. Preprints should be clearly marked as such, for example by including the word preprint, or the name of the preprint server, as part

of the reference. The preprint DOI should also be provided.

References in a special issue

Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

5.5. Artwork and Figures

Electronic artwork

General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Embed the used fonts if the application provides that option.
• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Upload images in the order in which they appear in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately within the text.
• Size the illustrations close to the desired dimensions of the published version.
• Submit each illustration as a separate file.
• Ensure that color images are accessible to all, including those with impaired color vision.

Formats
If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
PNG: Vector drawings, embed all used fonts.
JPEG (or JPG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi, Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi, Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
• Supply files that are too low in resolution;
• Submit graphics that are disproportionately large for the content.

Color artwork

Please make sure that artwork files are in an acceptable format (PNG or JPEG) with the correct resolution.

Figure legends

Ensure that each illustration has a legend. Supply legends separately, not attached to the figure. A legend should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used. Figure legends must stand alone (i.e., contain a complete educational message). In the legend, explain all symbols and abbreviations used. Where appropriate, orient the reader to the image by mentioning patient position, side, and viewing portal or MRI orientation as appropriate. **Figures that are incorporated into the manuscript text file should be placed closest to the referenced text in the body of the manuscript, not at the end of the manuscript.**

5.6. Tables

Please submit tables as editable text and not as images. Tables may be inserted in the manuscript text file and

uploaded as separate "Table" files**. Tables that are incorporated into the manuscript text file should be placed closest to the referenced text in the body of the manuscript, not at the end of the manuscript**. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules.

5.7. Videos

JAOAO does not accept video material and animation sequences.

6. Manuscripts Requiring Revisions

Authors of revised submissions should prepare their text file with using track-changes. Authors should use the Microsoft Word comment feature for point-by-point responses the reviewers' comments/suggestions.

To resubmit your revised version, log in at https://www2.aoao.org/eJournal/dashboard/ and select the "edit" option. You will re-upload the revised version. If it does not appear, be sure to refresh your web browser.

7. Accepted Manuscripts

Authors will be required to read and correct their manuscript proofs that have been copyedited by the *JAOAO*. No corrections can be made after publication, including corrections to author names and affiliations.