

How to Submit a Manuscript

An important part of the publishing process is successfully submitting a manuscript in accordance with journal-specific instructions. Although journals may vary in their requirements, manuscripts are typically submitted through a journal's online submission system, often denoted by a "Submit Your Manuscript" link on the journal's website. Within this system, you can upload, review, and save your documents. Be sure to **carefully review the journal-specific "Instructions for Authors"** for detailed information on the required format. Most manuscripts that do not adhere to journal guidelines are returned or rejected.

Cover Letter

A cover letter should directly address the editor and journal by name, clearly articulate the important or novel aspects of your manuscript, and justify why it is a good fit for the journal in only one page. The letter should attest that the manuscript is not under consideration for publication elsewhere and disclose if the information has been previously presented.

Title Page

Title pages can vary by journal, information, but typically include the following information:

- Manuscript **title**;
- **Corresponding author's name**, academic degrees, institutional affiliation(s), mailing address, email address, telephone number, and fax number;
- **Co-authors' names** (in order of authorship), academic degrees, and institutional affiliation(s), including city and state;
- Acknowledgment of **study funding and disclosures** for each author (or explicitly state if neither apply); and
- Statement that appropriate **institutional review board (IRB) approval or waiver** was obtained to conduct the study.

Manuscript Text

All parts of the manuscript (i.e., abstract, article body, references, tables and figures, appendices) should be formatted to the journal's specific requirements and uploaded for review. Author or institution names should not be included anywhere in the manuscript text to enable blind peer review. Be sure to consult the journal's requirements to determine if tables and figures should be included in the same document as the manuscript text or submitted separately.

Conflict of Interest/Authorship Attestation Forms

Often, journals may require additional documents be submitted with each manuscript to help minimize study bias and confirm authorship is awarded appropriately. Typically, each author completes and signs his/her own form and the corresponding author uploads these documents together as part of the final manuscript submission. To receive authorship credit, all authors listed on the manuscript must substantively contribute to it, including involvement in the review process before it is submitted. Be sure to work closely with your co-authors to develop a timeline for review and submission. For more information on authorship requirements, visit the [International Committee of Medical Journal Editors \(ICMJE\) website](#). **Be sure to carefully review all uploaded documents to confirm they are correct, complete, and readable.** Then, submit the manuscript!