

# Manuscript Checklist for Authors

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## General

- Manuscript has not been published or submitted elsewhere
- Full addresses, phone numbers, and e-mail addresses provided for all authors on separate manuscript cover sheet
- Author affiliations limited to two institutions
- Student paper coauthored by a faculty member
- Resident's paper need not be coauthored by Director but must have letter of approval

## Text, Figures, and Tables

- Abstract included in article file. No longer than 300 words. Structured if paper is a report of a research study.
- Subheads at regular intervals.
- Letters of permission (from copyright holder) included for reprinted material
- Digital figures conform to the technical guidelines for figures (available at [www.japmaonline.org](http://www.japmaonline.org))
- Figures are cited in the text
- Figure legends appear together at the end of the manuscript
- Tables are numbered sequentially and cited in the text.
- References follow Journal guidelines and are cited sequentially in the text.
- Podiatric references have been used if available.
- Products mentioned by trade name are followed by manufacturer name and location.
- If pathologic diagnosis, a photomicrograph is included.

## Files for Upload

- Cover sheet containing all authors' names, highest degrees, current affiliations and those at the time of the study, corresponding author's name, mailing address, and e-mail.
- Cover letter
- Article file in Word format:
  - Abstract
  - Body of the paper
  - References
  - Financial Disclosure
  - Conflict of Interest
  - Figure legends
  - No tables or figures within article file
- Tables (each table in a separate file)
- Figures (each figure in a separate file)

**For help, contact Noelle Boughanmi, MS, Managing Editor at [naboughanmi@apma.org](mailto:naboughanmi@apma.org).**