



Submission Checklist

Use this checklist to prepare and finalize your manuscript for submission.

Formatting Requirements

- **Font & Spacing:** 12-point Times New Roman, 1.5 line spacing, 2.54 cm (1 inch) margins
- **Headings:** Main and subheadings in 12-point bold
- **Spacing:** Single space after sentences
- **Style:** Avoid bold for emphasis; use italics for foreign words/concepts
- **Numbers:** Write out one to ten unless a unit of measurement.
- **Paragraphs:** Single hard return; no tabs/indents.
- **Technical Settings:** No auto-hyphenation, headers, or footers
- **Page & Line Numbers:** Require
- **Language:** US English

Required Documents

1. Cover Letter

- Article title & type, corresponding author's details
- Conflict of interest statement
- Ethics approval and/or patient consent
- Funding information
- Data availability statement

1. Title Page

- Article type, title, running title
- All authors' details and ORCID ID
- Conflict of interest and funding statements
- Corresponding author's contact details
- Acknowledgments for non-author contributors
- Conference presentation details (if applicable)
- Financial or other supports
- Word counts (abstract & main text)

Main Manuscript

- Title, abstract, and keywords
- Text with required subheadings per journal guidelines
- Correct figure/table citations in-text
- References formatted as per journal style

- Descriptive legends, figures, tables
- Figures and tables uploaded separately
- Required forms (Author Contribution, Copyright, ICMJE Disclosure)

Final Checks

- **Statistical Analysis:** Verified
- **Language & Grammar:** Use US English spell check.
- **References:** Cited in-text and listed correctly
- **Permissions:** Obtained for reproduced figures, tables, and photograph
- **Ethical Approval & Informed Consent:** Included for human subject research
- **Abbreviations:** Define
- **Compliance:** Journal policies followed

REVISED MANUSCRIPT RE-SUBMISSION

1. Response to Reviewers: a point-to-point reply to the reviewers' comments that addresses each comment of each reviewer. Please be as specific as possible in your response to the reviewer(s).
2. A revised version of the manuscript with changes made in bold, underlined or highlighted (adding page and line numbers)
3. A clean revised version (without line numbers).
4. If you have not already done so, please download the submission statement, fill it in and have each co-author sign the form(s).