# Logo2American Journal of

# Obstetrics & Gynecology

# SUBMISSION CHECKLIST

# Print this form and complete it as you prepare your submission. You are not required to submit the completed checklist, but must follow its instructions. Please refer to the Guide for Authors for detailed instructions. *(Incomplete submissions will not be considered)*

# Queries may be addressed to either of the managing editors:

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Manuscript title:     \_\_\_\_\_\_\_\_\_\_\_\_\_

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# EDITORIAL POLICIES

The manuscript, including all tables, figures, statement of authorship, and other required items, are being submitted online at [www.ees.elsevier.com/ajog/](http://www.ees.elsevier.com/ajog/).

During the online submission process you will be prompted to address pertinent queries; including, but not limited to the following:

The author(s) warrant(s) that this submission is not currently under review by another journal.

All authors have consulted and are in compliance with the AJOG document ‘Specific Inappropriate Acts in the Publication Process’ and Editorial Policies.

Guidelines for the care and use of *nonhuman* animals or other species approved by the institution have been followed as stated in the manuscript under Materials and Methods.

The type(s) of non-human animals or other species used in an investigation must be named in the Title, Abstract, and Materials and Methods sections of the manuscript.

The author(s) agree(s) to provide, upon request, original data quoted or used in the submission.

The local institution as stated in the Materials and Methods section has approved human experimentation. Institutional Review Board Project #    \_\_\_\_\_\_\_\_\_\_\_\_\_  was approved on     \_\_\_\_\_\_\_\_\_\_  (date).

If the study was exempt from such approval, this has been explained under Materials and Methods.

For Images in Ob/Gyn, Surgeon’s Corner, or similar report, written consent was obtained from the patient(s) discussed. The author(s) attest(s) to this documentation in the cover letter.

Studies that include patients, patient records, or volunteers require ethics committee approval and informed consent; both are documented in the paper.

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### Trial/research type (check one):

Randomized controlled trial: CONsolidated Standards Of Reporting Trials (CONSORT statement) has been consulted. A flowchart as a figure is submitted with the manuscript. Additionally, the clinical trial identification number and URL of the registration site must appear on the manuscript title page.

Systematic review or metaanalysis: Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA Statement) has been consulted.

Observational study or systematic review: Metaanalysis Of Observational Studies in Epidemiology (MOOSE Statement) has been consulted.

Diagnostic tests: STAndards for the Reporting of Diagnostic accuracy studies (STARD Statement) has been consulted.

Epidemiologic study: Strengthening the Reporting of OBservational studies in Epidemiology (STROBE Statement) has been consulted.

Health economics: the checklist specific to Health Economics papers (see Guide for Authors) has been consulted and is submitted with the manuscript.

Descriptive

Case/control

Prospective observational cohort

Prospective or retrospective analysis of data from a database

Other

### Authorship and contributors

All authors have signed **the required Statement of Authorship** (applies to EVERY submission, including editorials, letters to the editors, replies, and online only content).

All authors fulfill all criteria for authorship.

Non-bylined contributors, including participants in collaborative trials, have been recognized separately under Acknowledgment(s).

### Acknowledgment(s)

Only persons who have made substantive contributions are named, including science writers.

Participants in a collaborative trial and those who assisted only with data collection or manuscript preparation are listed.

For each individual acknowledged, his or her place of employment, any funding source(s), and a compensation disclosure statement have been included.

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### Applies to EVERY submission including guest editorials, letters to the editors, replies, and online only content.

A conflict of interest / disclosure statement for each author appears on the title page. If no such conflict exists, the following statement has been included: “The authors report [or The author reports] no conflict of interest.”

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### Similarities, differences, and further explanations are provided in a cover letter that accompanies the submitted manuscript.

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A cover letter is optional.

### SUGGESTED Reviewers – required for EVERY submission *(does not apply to Editorials or Letters to the Editor)*

The name, institution, and CURRENT email address of 2 to 3 suggested reviewers.

# Format

All elements of the manuscript are in American English, double-spaced, with a font size no smaller than 12 and 1-inch margins at the top, bottom, and sides of each page.

All pages are numbered consecutively, with material presented in the following order: title page(s), condensation with a short version of title, abstract with key words, body of text, acknowledgment(s), references, tables, and figure legends. The figures themselves are supplied in separate image files and not embedded or copied into a word file (see Guide for Authors).

The type(s) of non-human animals or other species used in an investigation must be named in the Title, Abstract, and Materials and Methods sections of the manuscript.

The **word count** of both the abstract and main text appears on the title page.

### First page: title and miscellaneous items

These elements appear in the following sequence:

Title, as concise as possible (no more than approximately 12 words) and suitable for indexing. The title does not include abbreviations, proprietary (brand) names, or conclusion statements.

Names of all authors and their highest academic degree(s), with surnames in capital letters: eg, George L. SMYTHE, MD. **Names of any authors not called “Dr” have been identified as “Ms” or “Mr.”**

City or cities, state(s), and non-US country or countries (with province, for Canada and Australia) in which the study was conducted.

Name(s) of the institution(s), section(s), division(s), and department(s) in/by which the study was performed and the institutional affiliation(s) of the author(s) at the time of the study (any who have since moved elsewhere are identified).

**Conflict of Interest / Disclosure Statement** of any potential conflict(s) of interest for EVERY author. If no conflict exists, state: “The authors report [or The author reports] no conflict of interest.”

Disclaimer, when appropriate, such as for members of the Armed Forces and employees of the federal government.

If the findings have been presented at a meeting or conference, name of the host organization/association and other required information (see Guide for Authors).

Acknowledgment of financial support for the study, if any.

Required for randomized clinical trials – include the clinical trial identification number and URL of the registration site.

Corresponding author’s name, address, telephone numbers, fax number, and e-mail address.

The word count of both the abstract and the main text (not counting the title page, condensation, acknowledgements, references, tables, figure legends, and figures) must be included at the bottom of the title page.

### Next page: Condensation and short version of title

A single sentence of 25 words or less delineating the paper’s essential point(s), to be published in the Table of Contents.

A short version of the article title, to be used in the identification line of every table and figure in the article.

### Next page: Abstract and key words or short phrases

An abstract and as many alphabetized key words or short phrases as needed for indexing.

**A structured abstract** (250 to 500 words) for Original Research papers and Reports of Major Impact, containing these headings: Background, Objective(s), Study Design, Results, Conclusion(s)

**An unstructured abstract** (1-paragraph, without headings, or categories) up to 500 words, see Article Types for word limits.

### Next page: main text

Original Research paper: organized into the following sections and identified with these headings, as described in the Guide for Authors: Introduction, Materials and Methods, Results, Comment.

Clinical Opinion, Reviews, or similar article types: includes brief subheadings (no more than 6 words) unique to the subject matter and at regular intervals.

### Next page: Acknowledgment(s)

Name only those who have made substantive contributions to the study (see “Editorial Policies”).

For each person named including science writers, the following information must is provided: name, place of employment, funding source(s), and disclosure of source of compensation, whether financial or in the form of services or complimentary products. All individuals named in this section have consented to such acknowledgment.

### Next page: References

Numbered in the order in which they appear in the text.

Follow the format and examples in Uniform Requirements for Manuscripts Submitted to Biomedical Journals from the International Committee of Medical Journal Editors.

Contain no personal communications or unpublished observations; if used, these are inserted parenthetically in the text, unnumbered; signed approval from the person quoted is included with the submission.

### NEXT PAGE: Tables

Tables are keyed in, **not** supplied as Excel spreadsheets or \*.jpg or \*.tif files.

Each table, headed by a title (as few words as possible; reserve abbreviations for the key) and numbered in Arabic numerals, is double spaced on a separate page following the text and reference list.

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Footnote symbols are used in the order given in the AMA style guide (10th ed., 2007).

### NEXT PAGE: Figure legends

Each figure has a brief title (as few words as possible; reserve abbreviations for the key).

A 1- or 2-sentence description is provided for each figure.

Each descriptive sentence is labeled with the figure number.

Full credit is given to the original source of any copyrighted or previously published material.

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Each figure meets the requirements outlined in the Guide for Authors.

All patient identifying marks have been removed.

All patterns and shadings are distinguishable from each other.

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A concise legend (caption, description) is included for each clip/graphic.

Materials have been submitted in \*.mpg or \*.mov format**. MAXIMUM OF 50 MBs or less per clip**.