



## Checklist

**Only complete manuscript submissions will be considered for publication. Complete submission must include the following documents:**

- Cover letter signed by the corresponding author
- Authorship & conflicts of interest statement signed by the corresponding author (and include the e-mail addresses of all the authors listed in the manuscript)
- Copyright transfer agreement signed by the corresponding author
- Manuscript in MS Word format

*AND, where applicable*

- Letter of approval from review committee for use of human samples in research and human experiments
- Letter of approval from relevant authority for use of animals in experiments
- CONSORT flow chart for randomized controlled trial
- Letter(s) of permission from copyright holder(s) to use or adapt copyrighted sources in your manuscript

**In the actual article, ensure that the following information is provided:**

- Title page
  - Article category
  - Article title
  - Name(s) and affiliation(s) of author(s)
  - Conflicts of interest statement
  - Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
- Abstract (no more than 250 words): structured for Original Articles, Short Communications and Case Reports; unstructured for Review Article (no abstract required for Research Letters, Correspondence and Editorials)
- Up to 6 relevant keywords in alphabetical order (keywords should be MeSH terms; see <http://www.ncbi.nlm.nih.gov/mesh?term>): required for Review Articles, Original Articles, Short Communications, and Case Reports
- Main text
- References in the correct format, cited in numerical order, and all references in the List are cited in the Text/Tables/Figures and vice versa
- Manuscript has been spell-checked and grammar-checked

*AND, where applicable*

- Funding/support statement
- Acknowledgments
- Table headings and tables, each on a new page
- Figure legends, on a new page
- Electronic picture files of all figures; resolution of 300 dpi for halftone images, 600 dpi for combination art (halftone + line art), and 1000 dpi for line art
- If my paper is rejected, I agree the rejected paper to be directly transferred to other journals by TJOG