

# Formosan Journal of Surgery

## CHECKLIST

Only complete manuscript submissions will be considered for publication. Complete submission must include:

- ☐ Cover letter signed by the corresponding author
- ☐ Authorship & conflicts of interest statement signed by all authors listed in the manuscript
- ☐ Copyright transfer agreement signed by all authors listed in the manuscript
- ☐ Manuscript in MS Word format

AND, where applicable

- ☐ Letter of approval from review committee for use of human samples in research and human experiments
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- ☐ CONSORT flow chart for randomized controlled trial
- ☐ Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
- ☐ 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 (double spaced)\*
  - ☐ Article category
  - ☐ Article title
  - ☐ Conflicts of interest statement
  - ☐ Running title not exceeding 50 characters

\*IMPORTANT: please do NOT include any author names and affiliations or corresponding author information on the title page (this information should be listed in your cover letter instead) because the FJS follows a double-blind peer review process.
- ☐ Abstract and keywords (double spaced) required for: Review Articles, Original Articles, Mini-review Articles, Case Reports, and Short Communications
  - ☐ Abstracts for Review Article, Mini-review Article, Case Report, and Short Communication: unstructured (i.e., in one single paragraph with no subheadings) and no more than 250 words in length
  - ☐ Abstract for Original Article: structured, with the section headings *Background/Introduction*, *Purpose(s)/Aim(s)*, *Methods*, *Results* and *Conclusion*, and no more than 250 words in length
  - ☐ 3–5 keywords are arranged in alphabetical order (MeSH terms are recommended; see [www.ncbi.nlm.nih.gov/mesh?term](http://www.ncbi.nlm.nih.gov/mesh?term))
- ☐ Main text (double spaced)
- ☐ References (double spaced) in the correct format, cited in numerical order, and all references in the List are cited in the Text/Tables/Figures and vice versa

AND, where applicable

- ☐ Funding/support statement
- ☐ Acknowledgments
- ☐ Table headings and tables (double spaced), each on a new page
- ☐ Figure legends (double spaced), 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

Further considerations:

- ☐ All abbreviations have been defined at first mention
- ☐ Data in the abstract matches that in the main text/tables/figures
- ☐ Manuscript has been spell-checked
- ☐ List of color figures to be converted into grayscale for publication in the print Journal (please list out the figure numbers clearly in this space provided)\*\*: \_\_\_\_\_

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