

## CHECKLIST FOR AAFP HOME STUDY MONOGRAPHS

**Please complete this checklist** and return it with your manuscript to ensure that all components are included and in the format requested. Failure to comply with all items on the checklist will result in rejection of the manuscript. The manuscript should be sent to the editor or editorial board member who asked you to write the manuscript. **DUE DATE FOR MANUSCRIPT: DATE**

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- \_\_\_\_\_ 1. Manuscript main text of approximately 10,000 words (2,500 words for each section of the monograph). Manuscripts longer than 10,000 words will be considered unacceptable. Do not include preface, tables, figures, key practice recommendations, biographies, appendices, or reference pages in the word count.
- \_\_\_\_\_ 2. Cover page with manuscript title and your name, address, office and home telephone numbers, fax number, and e-mail address.
- \_\_\_\_\_ 3. Biographical sketch for each author (sample provided in Author Instructions).
- \_\_\_\_\_ 4. Table of contents in outline form, corresponding to all the headings and subheadings in the manuscript (it is not necessary to list page numbers in the table of contents or the list of tables and figures).
- \_\_\_\_\_ 5. A preface of up to 1 double-spaced page.
- \_\_\_\_\_ 6. Key Practice Recommendations. There should be 1 to 2 recommendations corresponding to the main points of each section of the monograph, for a total of 4 to 8 recommendations. Recommendations should be supported by citations from the literature and rated using the SORT taxonomy (see example provided in Author Instructions Use AAFP approved evidence-based sources when possible (<http://www.aafp.org/online/en/home/cme/cmea/ebcme/ebcmesources.html>), but remember that we want the most timely and up-to-date evidence available. Sample recommendations are enclosed with the instructions for authors.
- \_\_\_\_\_ 7. Numeric superscript reference citations, in ascending order, within the text corresponding to a reference bibliography.
- \_\_\_\_\_ 8. Reference bibliography listed in numeric (not alphabetic) order. Include 30 to 100 references (average 40 to 60). Manuscripts with reference lists in excess of 100 will be returned to the author. See required reference format in instructions to authors.
- \_\_\_\_\_ 9. Link superscript numbers in text to the numbers in the reference list using the reference linking feature of your word processing program.
- \_\_\_\_\_ 10. List of 6 to 8 suggested readings for further study. These may be texts, articles, or Web sites.
- \_\_\_\_\_ 11. Include a total of up to 15 tables/figures, with a title and a descriptive legend for each table and figure. Each table or figure should appear on a separate page, grouped together at the end of the manuscript (before or after reference list). If you wish to use photos, x-rays or other similar materials, contact the managing editor (egangel@aafp.org) early in the process to be sure such materials can be reproduced.
- \_\_\_\_\_ 12. Cite each table and figure within the text.

- \_\_\_\_\_ 13. Tables and figures should either be original or from a source that is in the public domain. The source of each table/figure should be indicated in the legend. With the exception of government documents that are in the public domain, **we cannot use previously published material.**
- \_\_\_\_\_ 14. Cases illustrating key points (one for each main topic) integrated into the text and discussion.
- \_\_\_\_\_ 15. Verify in a transmittal letter or e-mail message that your manuscript is original and not submitted or published elsewhere, and that all pre-published material is quoted or cited appropriately.