

# Checklist for Manuscripts Submitted to *AFP*

Please complete and upload this [checklist](#) into [Editorial Manager](#) with your submission files. Ensure that you have thoroughly read our [Authors' Guide](#) for full details.

**All elements are required. Mark N/A for any that are not applicable.**

	YES	N/A
<b><u>Conflict of Interest form</u> completed by ALL authors.</b>		
<b><u>Author Statements form</u> completed by ALL authors and emailed or uploaded in <a href="#">Editorial Manager</a>.</b>		
<b><u>Author Attestation form</u> completed by first and corresponding author and uploaded in <a href="#">Editorial Manager</a>.</b>		
<b><u>Biographic Sketch forms</u> completed by ALL authors and uploaded in <a href="#">Editorial Manager</a>.</b>		
<b><u>Strength of Recommendations Table</u> (SORT) included, and:</b> <ul style="list-style-type: none"> <li>• <b>Quality of evidence rated</b> using the <a href="#">SORT evidence rating system</a>.</li> <li>• <b>References included</b> for each recommendation.</li> <li>• <b>Comments column included</b> (per our 2019 updated guidelines).</li> <li>• <b>Table not numbered and placed after the references and other tables.</b></li> </ul>		
<b>Word count within the specified range.</b>		
<b><u>Literature Search and Data Sources</u> paragraph included, and contains:</b> <ul style="list-style-type: none"> <li>• <b>Search strategy, keywords</b> used, key <b>sources</b> accessed, and <b>search dates</b>.</li> <li>• Statement about <b>use of individual characteristic classification variables</b> (e.g., race, gender, sexual orientation), if applicable.</li> <li>• <b>Essential Evidence Plus Summary</b> from <i>AFP</i>'s medical editor.</li> </ul>		
<b>In-text reference citations (max. 50), with a corresponding reference list in numerical—NOT alphabetical—order.</b>		
<b>Citations do NOT use Endnotes or any other automated reference function.</b>		
<b><u>Tables</u>:</b> <ul style="list-style-type: none"> <li>• Each on a <b>separate page</b> and <b>placed after the references</b> (not within the text itself).</li> <li>• <b>Within the manuscript file</b> (NOT uploaded as separate files).</li> <li>• <b>Editable and formatted in Word</b> (NOT in Excel or embedded images).</li> </ul>		
<b><u>Tables</u> and <u>Figures</u>:</b> <ul style="list-style-type: none"> <li>• <b>Numbered, titled, and cited within the text.</b></li> <li>• Have <b>complete citations</b> (or are explicitly marked as original).</li> </ul>		
<b><u>Figures</u>:</b> <ul style="list-style-type: none"> <li>• <b>Photos are separate JPG, PNG, or TIF files and clearly numbered.</b></li> <li>• <b><u>Algorithms</u></b> are separate <b>Word or PowerPoint files</b>, with <b>editable text boxes</b>.</li> <li>• Photos and illustrations meet specified <b><u>resolution and quality criteria</u></b>.</li> <li>• <b>Descriptive legends</b> are combined and placed at very end of manuscript file.</li> <li>• <b>Not downloaded</b> from Internet <b>or photographed</b> from other articles or textbooks.</li> </ul>		
<b>Signed <u>Photo Release</u> included</b> for any photos in which a person is identifiable.		
<b>Citations and photocopies/PDFs of reprinted tables/figures included. <i>Do NOT seek permission</i> to reprint; <i>AFP</i> will handle permissions for copyrighted material. (<u>Original tables/figures</u> <i>strongly preferred</i> due to increased difficulty obtaining outside permission.)</b>		
<b>Manuscript adheres to <u>style guidelines</u>:</b> <ul style="list-style-type: none"> <li>• <b>Arranged in the correct order:</b> title page, abstract, text, literature search and data sources, references, tables, figure legends.</li> <li>• <b>Identifying information removed</b> (e.g., authors' names on title page).</li> <li>• <b>Acknowledgements/military disclaimers</b> in a separate document.</li> <li>• Follows the rest of <i>AFP</i>'s <u>style guidelines</u>.</li> </ul>		
<b>Additional comments (if any):</b>		