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___1. Manuscript main text of approximately 10,000 words (2,500 words per monograph section). Manuscripts substantially longer than 10,000 words are unacceptable. Do not include abstracts, tables, figures, key practice recommendations, biographies, appendices, or reference pages in the word count.

___2. Cover page with manuscript title, name, address, office and home telephone numbers, fax number, email address, and the author(s) of each section.

___3. Biographical sketch for each author.

___4. Table of contents in outline form, corresponding to all the headings and subheadings in the manuscript. Do not list page numbers in the table of contents or the list of tables and figures. Do not include cases and abstracts.

___5. Key Practice Recommendations. There should be one to two recommendations corresponding to the main points of each section of the monograph, for a total of four to six recommendations. They should be supported by citations from the text references and rated using the SORT taxonomy. Use the most timely and up-to-date evidence available.

___6. Each sections should begin with an abstract of less than 200 words that summarizes the content of that section.

___7. Each section should contain at least one case integrated into the text and that highlights key decision points in diagnosis and management. Each case should have a description and a resolution.

___8. Approximately 100 references. Substantially longer reference lists are not acceptable.

___8a. References for all statistics, recommendations, guidelines, study results, comparative statements (eg, most effective, fewer adverse effects, less weight gain), and drug dosages and regimens.
8b. Link superscript reference numbers in text to the numbers in the reference list using the “Insert Endnote” feature in the “References” tab of Microsoft Word. This will create a reference list in numeric order. If a reference needs to be cited more than once, select “Cross-reference” in the “Insert” tab, set the “Reference type” to “Endnote,” and select the original citation you wish to repeat. Extensive re-referencing of the same source is discouraged.

9. Include six to eight items for suggested readings. These should be current (within past 5 years) and from articles or books that can be found in the typical hospital library or online resources. Do not cite blogs.

10. Up to a total of 15 tables/figures, each with a title and a descriptive legend on a separate page, grouped together at the end of the manuscript after the reference list. They should be no longer than 1.25 pages (portrait, single spaced, Times New Roman 12 point). If you wish to use photos, x-rays, or other similar materials, contact your assigned associate medical editor early in the process to be sure such materials can be reproduced.

10a. Number tables and figures sequentially for whole manuscript not by section. Each should be cite within the text.

10b. Tables and figures should be original or from a source that is in the public domain (eg, created by a government agency such as CDC or NIH). 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.