Checklist for AAFP FP Essentials™ Monographs

Please complete this checklist and return it with your manuscript to ensure that all components are included and in the requested format. (Sample items available in Author Instructions.) Failure to comply with all items on the checklist will result in rejection of the manuscript. The manuscript should be sent to your assigned medical editor. **Manuscript Due Date: _________________**

Author Team: __________________________________________________________________________

Contact E-mail: _________________________________________________________________________

___ 1. Manuscript main text of approximately 10,000 words (2,500 words per monograph section). Manuscripts longer than 10,000 words are unacceptabe. 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, e-mail 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.

___ 5. 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 6 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 discussion, that illustrates key points pertinent to that section.

___ 8. Approximately 100 references. Substantially longer reference lists are not acceptable.

     ___ 8a. 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.

     ___ 8b. References are required for all statistics, recommendations, guidelines, study results, comparative statements (eg, most effective, fewer adverse effects, less weight gain), and drug dosages and regimens.

___ 9. List of 6 to 8 suggested readings for further study. These may be texts, articles, or online sources.

___ 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 reference list. If you wish to use photos, x-rays, or other similar materials, contact your assigned medical editor early in the process to be sure such materials can be reproduced.

     ___ 10a. Cite each table and figure 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.

11. 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.