

***FP Essentials*[™] Author Checklist**

Please complete this checklist and return it with your manuscript to ensure that all components are included and in the requested format. (Refer to [Author Instructions](#) for more detail and sample items). Failure to comply with all items on the checklist will result in rejection of the manuscript. The manuscript should be sent to your assigned associate medical editor. **Manuscript due date:** _____

Author team: _____

Contact email: _____

___1. Text: Four sections, each with approximately 2,500 words for a total of approximately 10,000 words in Microsoft Word with left justification, 1-inch margins, and 12 pt Times New Roman font. Total does not include abstracts, figures, tables, references, suggested readings, key practice recommendations, or table of contents.

___2. Cover page: manuscript title and name, address, office and home telephone numbers, and email address for each author and a list of the author(s) for each section.

___3. Biographical sketch for each author (75-100 words).

___4. Table of contents: outline form, corresponding to all the headings and subheadings in the manuscript. Do not list page numbers or tables and figures (listed in Index of Tables and Figures on separate page). Do not include cases and abstracts.

___5. Key practice recommendations: one to two recommendations corresponding to the main points of each section of the monograph, for a total of four to six recommendations. Must 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. Abstracts: begin each section with an abstract of less than 200 words that summarizes the content of that section.

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

___8. References: a sufficient number (up to 200) to provide support for all factual statements in the manuscript, which typically should be recently published and accessible literature.

___8a. References required in text, tables, and figures for all data, statistics, recommendations, guidelines, study results, comparative statements (eg, most effective, fewer adverse effects, less weight gain), drug dosages and regimens, and factual statements that are not common medical knowledge.

___8b. Text references must be superscripted and numbered sequentially and not divided up by section. If using Microsoft Word endnote, 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. Suggested reading: six to eight items for further reading that are 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. Tables and figures: combined total of 15 along with an index of tables and figures on a separate page.

___10a. Must be original or from a source that is in the public domain (eg, created by a government agency such as CDC or NIH); previously published material cannot be used. Full citation source of each table/figure should be indicated in the legend. If you wish to use photos, x-rays, or other similar materials, contact your assigned associate medical editor early in the process to ensure such materials can be reproduced.

___10b. Must be grouped together at the end of the manuscript after the reference list.

___10c. Each one must be no longer than 1.25 pages (portrait, single spaced, 1-inch margins, Times New Roman 12 point).

___10d. Each one must be on a separate page with a legend below it that includes the full source citation(s), rather than a number from the reference list. Do not use Endnote or any other reference linking software that links the table and figure citation to the text reference list.

___10e. Must be numbered sequentially for the whole manuscript not by section, be cited within the text, and included in the index of tables and figures (separate page).