



# Journal of the Chinese Medical Association



## CHECKLIST

**Only complete manuscript submissions will be considered for publication. Complete submission must include the following documents:**

- Cover letter signed by all authors listed in the manuscript
- Authorship & conflicts of interest statement signed by all authors listed in the manuscript
- Copyright transfer agreement signed by all authors listed in the manuscript
- Manuscript in MS Word format

*AND, where applicable*

- Letter of approval from review committee for use of human samples in research and human experiments
- Letter of approval from relevant authority for use of animals in experiments
- CONSORT flow chart for randomized controlled trial
- Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
- Letter(s) of permission from copyright holder(s) to use or adapt copyrighted sources in your manuscript

**In the actual article, ensure that the following information is provided:**

- Title page (double spaced)
  - Article category
  - Article title
  - Name(s) and affiliation(s) of author(s); affiliations should include: Department, University, City, Post Code, Country
  - Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
  - First author's e-mail address
- Abstract and keywords (double spaced) required for: Review Articles, Original Articles, Case Reports and Brief Communications
  - Abstracts for Review Articles ( $\leq 300$  words), Case Reports ( $\leq 200$  words) and Brief Communications ( $\leq 200$  words): unstructured (i.e., in one single paragraph with no subheadings)
  - Abstracts for Original Articles ( $\leq 300$  words): structured, with the section headings *Background*, *Methods*, *Results* and *Conclusion*
  - 3–5 keywords are arranged in alphabetical order (keywords should be MeSH terms; see <http://www.ncbi.nlm.nih.gov/mesh?term>)

- Main text (double spaced)
- References (double spaced) in the correct format
  - Cited in numerical order; references cited in tables or figure legends are included in sequence at the point where the table or figure is first mentioned in the main text
  - All references in the List are cited in the Text/Tables/Figures, and vice versa
  - Last names and initials of all authors up to 6 are included. If more than 6 authors, than the first 6 authors are listed, followed by “et al”

*AND, where applicable*

- Conflicts of interest statement
- Funding/support statement
- Acknowledgments
- Table headings and tables (double spaced), each on a new page
- Figure legends (double spaced), on a new page
- Electronic picture files of all figures; resolution of 300 dpi for halftone images, 600 dpi for combination art (halftone + line art), and 1000 dpi for line art

**Further considerations:**

- Manuscript has been spell-checked and grammar-checked
- Color figures are clearly marked as being intended for: (I) color reproduction on the Web (free of charge) and in print (authors will be charged a flat fee of US\$300 per article if it contains any figures and/or tables in color); or (II) color reproduction on the Web (free of charge) and in grayscale in print (free of charge). If option (II), then grayscale versions of the figures are also supplied for printing purposes.

**Note on publication charges:**

- (1) Charges are associated with the submission of Case Reports as follows:
  - authors will be charged US\$67 (NT\$2000) for the peer-review of their case reports (case reports that are rejected prior to peer review are not subject to any charges);
  - in the event that the case report is accepted for publication, authors will be charged US\$100 (NT\$3000) for the language editing and formatting of their manuscript;
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- (2) The Journal will bear the cost of publication for articles of 6 printed pages or less for Original Articles, and 4 printed pages or less for Case Reports and Brief Communications. Authors will be charged US\$67 (NT\$2000) per extra page. Authors will also be charged a flat fee of US\$300 (NT\$9000) per article if it contains any figures and/or tables in color.