

# Checklist for KJO Submission

## Cover Letter

- Last name and given name provided along with academic degree
- Author for correspondence, with e-mail address, phone number, and mailing address provided
- Indicating the manuscript's category (Full-Length Article, Editorial, Correspondence)

## Authors

- Last name and given name provided along with Middle name initials (where applicable)
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions

Identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

## Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Page numbers included at bottom
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided for original article, excluding correspondence (structured abstract of 300 words for original articles)
- Key words provided (three or more)
- Headings in title case (not ALL CAPITALS)
- The references cited in the text should be after punctuation marks, in superscript with square bracket
- References according to the journal's instructions, punctuation marks checked
- Send the article file without 'Track Changes'
- Acknowledgements section to provide information about funding sources, financial disclosures, and to recognize statistical and other contributors.

## Tables and figures

- No repetition of data in tables and graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (color)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided
- Patients' privacy maintained (if not permission taken)
- Credit note for borrowed figures/tables provided

Write the full term for each abbreviation used in the table as a footnote.