JR | AUTHOR CHECKLIST (ABSTRACTS)

Please use this checklist prior to submitting your abstracts.

Submission Files

File	Formats	Notes	Uploaded	N/A
Abstract	doc, docx		☐	☐
Figure	MS Office, TIFF, JPEG	Digitized images minimum 300 dpi.	☐	☐
Table	MS Office, TIFF, JPEG	Digitized images minimum 300 dpi.	☐	☐

Submission Elements	Completed
TITLE	
Avoid abbreviations in title	☐
Use title case capitalization (capitalize each word, except for prepositions < 4 letters)	☐
AUTHORS	
Institutions and locations (cities) should match	☐
ABSTRACT	
Abstract headings should be as follows (bolded, followed by a colon): Objectives, Methods, Results, Conclusion OR Background, Case, Conclusion	☐
Does your abstract have a figure/table? Yes: ensure that it is cited in the text	☐
No: make sure there is no mention of a figure/table in the text	☐
Citations should appear after a period or a comma (but before a semi-colon or colon), in square brackets eg, .[1]	☐
REFERENCES	
Does your abstract have references? Yes: there should be no more than 3 references.	☐
No: make sure there are no citations in the text.	☐
Format as follows: [#.] Last name first initial. Journal abbreviation Year;Volume:page no.-page no. eg, [1.] Almeida C. Autoimmun Rev 2015;14:1087-96.	☐
FIGURES/TABLES	
File format should be MS Office, TIFF, JPEG, or PDF	☐
Resolution: 1200 dpi, with the pixel size of 4000px (width) x 2076px (height) * Troubleshooting: How to change image size in Photoshop: https://www.youtube.com/watch?v=m-rf0aus6zc * If you have difficulty converting, send it in its original form: MS Office (Word, Excel, PowerPoint) or PDF (if converted from statistical software)	☐

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LANGUAGE	
Use US spelling (Merriam-Webster dictionary)	☐
Spelling and grammar must be checked before submission. Use built-in grammar and editor checks in MS Word.	☐
Abbreviations and symbols: define at first mention and ensure consistency throughout abstract.	☐
There is no need to expand the following abbreviations: BMI, 95% CI, IQR, SD	☐
PUNCTUATION	

Spaces:
    Use only one space after periods.
    Place one space in between mean (SD) and median (IQR) values.
    Do not put a space before a comma or closing bracket.
	☐
	☐
	☐

NUMBERS AND DATA	
Use hyphens for 95% CI ranges and IQRs (eg, 95% CI 5.0-10.5, IQR 2.0-4.3). The exception is negative values in ranges, which should be separated by a comma (eg, 95% CI –5, 9).	☐
Place a space in between symbols and numerals (eg, < 50, n = 191). There should be no spaces after a hyphen.	☐
Exponents should be preceded by a caret (^), with no space in between (eg, 10^9)	☐

For reference on formatting, please see the [this example](#).