

ANNALS OF FAMILY MEDICINE



Checklist for Online Submission

Submit all materials electronically on Rapid Review, **not** by email or regular mail. See also [Instructions For Authors](http://www.AnnFamMed.org) (at www.AnnFamMed.org).

1. Manuscript:

- Title page
 - Title
 - Authors
 - Corresponding author contact information
 - Sources of support
 - Prior presentation
 - Word count
 - Numbers of tables and figures
- Abstract
- Key words
- Abbreviations
- Article text
- Acknowledgements
- Conflict of interest statements
- References
- Appendices, if any
- Tables
- Figures

2. Preparing for online submission:

- Review the Requirements for Electronic Submission, below.
- Read the [Instructions for Submitting a Manuscript](#) on the *Annals* website.
- Figures or appendices prepared in a program other than Microsoft Word may need to be submitted in a separate file.
- Be prepared to provide in Rapid Review: a) selected elements of the title page including manuscript title, author names, and word count; b) other items including cover letter, abstract, acknowledgements, and key words. The title page, abstract, acknowledgements, and key words must also be included in the manuscript.

3. Online submission tips. Whenever possible:

- Avoid submitting a manuscript during the Internet “rush hour” (late afternoon and early evening).
- Avoid submitting a manuscript via a dial-up modem connection.
- Use an updated version of Internet Explorer, Firefox, or Safari, as described below.

4. If applicable, submit hard copies of the following by mail:

- ❑ [Permission to republish previously published material](#)
- ❑ [Consent of individual to publish material](#)
- ❑ Copies of [related publications](#) for evaluation of possible duplicate publication.

Requirements for Electronic Submission (for Windows or Macintosh):

Required software:

- **Web browser:** For Windows: Internet Explorer 7.0 (or later) or Mozilla Firefox 3.0 (or later). For Macintosh: Mozilla Firefox 3.0 (or later). Safari for Mac 2.0 (or later) can be used with Mac OS 10.4 (or later); it is not compatible with earlier versions of Mac OS.
- **Adobe Acrobat Reader**, version 4.0 or later.

Accepted file formats:

- **Text.** Microsoft Word, WordPerfect or RTF.
- **Tables.** Microsoft Word, WordPerfect, Excel embedded in either Word or WordPerfect.
- **Graphs for publication.** When a manuscript that includes a graph is accepted for publication, the authors will be asked to supply actual numbers for each data point on the graph.
- **Graphics.** TIFF, EPS, PowerPoint, PostScript, PDF, or JPEG. Line art must have a resolution of 1200 dpi (dots per inch) and digital photographs (such as radiographs and scanned images) should be at least 300 dpi. They must be **created** at a high resolution, not **converted** to a high resolution from a 72 dpi file. Illustrations generated from programs such as PowerPoint or Word, and illustrations downloaded from the Internet (JPEG or GIF files), are likely to have a resolution of only 72 dpi. Such graphics cannot be used for publication.
- **Mixed text and graphics.** If a graphics file includes text, the text must be on a separate layer of the TIFF or EPS file to allow conversion to our font style.

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Revised 2/15/2011

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