

Instructions for Authors

Editorial Philosophy

The *Journal of the American Academy of Orthopaedic Surgeons (JAAOS)* is a review journal with the mission of disseminating knowledge to improve the care of patients with musculoskeletal disorders. The Editorial Board seeks to publish articles that critically evaluate and synthesize current information regarding the diagnosis and management of musculoskeletal conditions and that document the current state of orthopaedic practice.

Topic Selection

Please note that we do not accept original research or case reports or duplicative material. To ensure that they are not proposing a topic recently covered in the journal or already under consideration, authors of unsolicited manuscripts should submit a **detailed outline, abstract, and list of references for a planned article rather than a completed manuscript**. For queries regarding topic submission, please e-mail jaaos@aaos.org.

Manuscript Requirements

The text of completed manuscripts are to follow the accepted structure of *JAAOS* articles. For example, for standard articles: introductory material (background information, relevant statistics and history, etiology), clinical course, evaluation, classification, nonsurgical and surgical management, and postoperative results. Manuscripts exceeding any of the following guidelines may be returned for appropriate modifications before they are submitted for review. Manuscripts are to be double-spaced. Margins on all sides must be at least 1 inch. Pages are to be numbered consecutively. Lines are to be numbered, beginning at the Abstract through the Summary. Because *JAAOS* articles are submitted to blinded review, do not

include identifying information within the text of the manuscript or in the header or footer of each page.

Standard Review articles present a balanced approach to the current state of knowledge on a topic of interest to the practicing orthopaedic surgeon. Standard articles are not to exceed 4,300 words in length. This total includes the abstract and body of the text but not references, figure legends, or tables. The total number of figure panels and tables is limited to 16. (Fig. 1, A and B, is equivalent to two figure panels.) References are limited to 40.

Perspectives on Modern Orthopaedics articles provide an objective appraisal of new or controversial techniques or areas of investigation in orthopaedic surgery, establishing for the reader the information currently available. These articles are not to exceed 3,000 words. The total number of figure panels and tables is limited to 10. References are limited to 35.

Advances in Therapeutics and Diagnostics articles provide current information on new developments in pharmacotherapeutics and diagnostic modalities. Drug articles are structured as follows: introductory paragraph, Structure and Mechanism of Action, Pharmacokinetics, Indications for Use, Drug Interactions and Adverse Effects, Dosage and Cost, and Summary. These articles are not to exceed 2,300 words and are limited to one figure and one table. References are limited to 12.

Surgical Techniques articles describe a specific surgical procedure, illustrate key steps with line drawings and photographs, and provide video of the technique (made available on the *Orthopaedic Knowledge Online* website). Rough sketches or specific ideas are required for 6 to 8 figures. Original digital video-

tape and .avi files are preferred; .mpg files and SVHS are acceptable. Contact staff to discuss VHS video. Streamed video (eg, .wmv) is not acceptable; .mov files should be avoided. Final video of up to 20 minutes is preferred. Articles are structured as follows: Introduction, Indications, Contraindications, Surgical Technique, and Pearls and Pitfalls. For the Surgical Techniques section, provide a staged outline, including setup, exposure/approach, technique, closure, and postoperative care/considerations; also discuss anatomic and biomechanical considerations. Provide the Pearls and Pitfalls in two bulleted lists (ie, in the style of a PowerPoint slide).

Web and Wireless Review articles discuss and review hardware, software, and other applications of interest to orthopaedic surgeons and their practices. These articles are not to exceed 700 words; they have no figures, tables, or references.

Preparation of Manuscripts

All manuscripts are to be organized as follows. Each section is to begin on a new page: title page; abstract; body of the text, including a summary; reference section; figure legends; tables.

Title page: To allow for blinded review, the title page should be limited to the title of the paper. (**All author information must be entered on the Rapid Review Manuscript Submission page**).

Abstract An abstract of approximately 150 words is required. Because *JAAOS* abstracts appear in MEDLINE, it is important that the abstract reflect the essential principles and information discussed in the article. This allows prospective readers to determine whether it is worthwhile to read the entire manuscript. Data must agree with those in the article.

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Instructions for Authors (continued)

Body of the text Each manuscript should contain a brief introductory section that presents an overview of the subject. Included should be a rationale for the importance of the subject and a delineation of the main points. Each article also must contain a summary. The main topics of the article should be clearly indicated with headings and subheadings of up to three levels. Generic or non-proprietary names of drugs and devices should be used whenever possible. Include the timing of complications when available in a cited study. Tables and figures are cited in numeric order.

Reference section References are cited in numeric order, including those cited in a table or figure at the first mention of the table or figure. Manuscripts with references listed in alphabetic order will be returned for modification. Programs that automatically generate reference numbers are not to be used. Articles referenced must be published or in press (poster presentations are acceptable only for Perspectives on Modern Orthopaedics articles). References should be to original published articles, not to textbooks or textbook chapters. The author is responsible for the accuracy and completeness of all reference citations. A photocopy of the title page or face page for each article or book cited must accompany the submitted manuscript. (Printouts of PubMed abstracts are acceptable.) At least a quarter of the references should be current (published within the past 5 years). Use of references more than 10 years old is discouraged unless they are classic or unique works. Include the level of evidence for any cited reference that has one. The names of all authors are included when there are six or fewer; for seven or more, the names of the first three are given, followed by "et al."

Journal article:

1. Rodan GA: Bone mass homeostasis and bisphosphonate action. *Bone* 1997;20:1-4.

Chapter in a book:

2. Azar FM, Pickering RM: Traumatic disorders, in Canale ST (ed): *Campbell's Operative Orthopaedics*, ed 9. St Louis, MO: Mosby, 1998, vol 2, pp 1405-1449.

Figure legends A legend must be provided for each figure. The legend should be as succinct as possible. All labels in a figure or figure panel (asterisks, arrows, abbreviations) must be fully clarified in the legend. The direction or plane of radiographs (eg, anteroposterior) and of computed tomography and magnetic resonance images (eg, sagittal) must be provided. MRIs also must be identified as T1-, T2-, proton density, or gradient-recalled echo weighted. Original magnifications of and staining procedures used in photomicrographs must be provided. Figures from other sources must be identified with a credit line containing the same bibliographic information as required for a reference.

Tables Tables should be numbered consecutively in the order in which they are cited in the text. A title must be provided for each table, and each column must have a heading. **Do not embed tables in the manuscript text.** Each table should appear on a separate page, either at the end of the manuscript or in a separate file. Tables from another source must contain the same bibliographic information as a reference. A photocopy of the title page or face page of the original source must be submitted with ancillary materials.

Preparation of Figures

Each figure must be identified as either original or from another source. We will obtain permission

for use of all borrowed or adapted illustrative material. A photocopy of the title or face page of the original source must accompany the Permissions Request form. All figures that are original to this manuscript must be acknowledged as such on the Original Artwork form. These forms can be downloaded from the Manuscript Submission page on Rapid Review.

Figures should be numbered consecutively in the order in which they are cited in the text. The figures should immediately follow the tables in the manuscript. **Do not embed figures in the manuscript text.** Provide a complete list of figure legends on a separate page. Two hard copy sets of figures indicating orientation (top/bottom) and figure numbers clearly marked must be submitted with the ancillary material.

Line art must be submitted electronically as TIFF or EPS files. Line drawings must be saved at a resolution high enough to ensure print quality images. Please refer to the "More About File Formats" on the Manuscript Submission page on the Rapid Review website. Determination to redraw line art will be made at the time the article is accepted for publication.

Radiographs, CTs, and MRIs must be submitted electronically at print-quality resolution (See "More About File Formats" on Rapid Review.) Labels (asterisks, arrows, abbreviations) must be clearly visible.

Photomicrographs must have internal scale markers.

Patients' names or initials and any identifying information should be removed from any image or be able to be cropped. Written permission from the patient or the patient's guardian must be provided for photographs of a recognizable patient.

Instructions for Authors (continued)

Graphs must be large enough to allow for some reduction. Letters and numbers must be readable. Computer-generated graphs should be printed on a laser-quality printer.

Electronically submitted images must be scanned at the following resolutions: 300 ppi for halftones (black-and-white or color photographs), 1200 ppi for line art, and 600 ppi for combination halftones (photographs with lettering) or for lettering alone. Images are to be uploaded, following the text, onto the Rapid Review website for inclusion in the PDF to be created for review purposes. For further information about preparing digital art for submission, please go to the Rapid Review website (www.rapidreview.com).

Online Manuscript Submission

The senior author should be the corresponding author. The corresponding author will receive all editorial communications regarding the status of the manuscript, revisions, and reviews. The corresponding author is responsible for all revisions and for the dissemination of the comments of the deputy editor and the reviewers and other manuscript information to coauthors.

JAAOS uses Rapid Review, a web-based, peer-review tracking system, for online submission of manuscripts (www.rapidreview.com). Authors are **required** to submit the following information online using Rapid Review:

Corresponding author's contact information (**a valid e-mail**

address is required)

Manuscript title
Abstract
Cover letter

Upon submission of this information, a manuscript information sheet will be created, which will include your manuscript number. **Please print two copies of this sheet**—one for your records and one to be submitted with your ancillary materials. All required forms can be downloaded from the Manuscript Submission form. These include the following forms: Assignment of Rights, Disclosure Statement, Original Artwork, Permissions Request. **Each author must submit a completed Assignment of Rights form and Disclosure Statement.**

Internet Explorer is the preferred browser for this system. Go to the Rapid Review website (www.rapidreview.com) for more information.

Option 1:

Submit the entire manuscript (text, figures, tables, references, etc) online via Rapid Review, allowing the system to generate a review-quality PDF for use by the editorial office. (If tables or graphs were created using Excel, please send these separately.)

Ancillary material (Excel-created tables, reference face pages; Assignment of Rights, Disclosure Statement, Figure Permission forms) should be sent to:

JAAOS
6300 North River Road
Rosemont, IL 60018

Note: Please include a copy of the

Manuscript Submission form generated by Rapid Review.

Option 2:

Submit two hard copies of the entire manuscript and publication-quality figures, a diskette containing text, figures, table, references, in addition to ancillary material (reference face pages, Assignment of Rights, Disclosure Statement, Figure Permission forms). Include a copy of the Manuscript Submission form generated by Rapid Review. The hard copies will be scanned and a PDF created for peer-review purposes.

Send hard copy material to:

JAAOS
6300 North River Road
Rosemont, IL 60018

Once a manuscript has been submitted online, an e-mail acknowledgment will be sent. Authors can check on the status of a manuscript at any time by logging on to Rapid Review.

Note: All manuscripts submitted in hard copy generally will require 2-3 weeks more processing time before the review process can be initiated.

If the article is accepted for publication, the corresponding author will be sent the copyedited manuscript for review. The corresponding author is responsible for all statements made in the manuscript, including any changes suggested or made by physician-editors or copyeditors, as well as for answering all editorial queries. Upon publication, the corresponding author will receive 100 reprints of the article.