



JBJS Case Connector New Submission Checklist

Please ensure that the following items have been completed before approving your new submission. More information regarding the requirements below can be found in our [Instructions for Authors](#).

IMPORTANT: JBJS Case Connector welcomes submissions from around the world. Because of the large number of submissions that we receive, **all authors are strongly encouraged to send their articles out for professional English-language editing (grammar, sentence structure, organization, and sense) before submission** to increase the chance of acceptance and so our editors and reviewers can focus on the scientific merits of each article. A link to one such editing service is found [here](#). Articles requiring substantive English-language editing will be rejected.

I. Manuscript Data

- Report describes **3** or fewer patients.
- A minimum of **1-year** follow-up since the last clinical intervention has been stated in the manuscript. If you do not have at least 1 year of follow-up for the case, justification must be provided in the form of a cover letter uploaded to the submission.
- If applicable, relevant histopathology is included (i.e., for tumors, tumor-like lesions, and adverse local tissue reactions).
- No identifying patient information is present in the manuscript.
 - i. Please note: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) considers the use of any dates directly related to an individual (except year) to be Protected Health Information. Case reports should instead describe dates in relative terms (e.g., “4 months after presentation”). Additionally, the age of any patient older than 89 should be aggregated into a single category of age 90 or older.
- Patient consent for submission of the report has been obtained and is stated in the manuscript, after the introduction and before the case section. Individuals who are considered minors generally cannot provide consent and this permission must come from a parent or legal guardian instead.

II. Manuscript Structure

- Unblinded Title Page and Manuscript are uploaded as individual Word files (PDFs are not accepted).
- Unblinded Title Page includes title, author names, affiliations, and designated Corresponding Author name and email address.
 - i. The listed Corresponding Author should be the same person submitting the manuscript.
- Text is in 12 pt. Times New Roman or Calibri font and double-spaced, with continuous line numbering throughout the document.
- A Structured Abstract of no more than **100 words** is included at the beginning of the manuscript file.

- i. This should consist of 2 headings: *Case* (which summarizes the salient features of the case) and *Conclusion* (which states the main learning point and novelty of the case). Please include as much detail as possible within this word limit.
- Manuscript is no more than **1,600** words, including the abstract but excluding references and figure legends.
- Manuscript is free of blinding. All blinding will be done in-house by the Editorial Department.
- Figure/Video Legend is included in the manuscript directly following the References section.
- All Figures, Tables, Videos, and Appendices are cited in the body of the manuscript in ascending numerical order.
- All Figures, Tables, Videos, and Appendices are uploaded as individual files under the appropriate item type and are readable on the PDF. There should be no embedded Tables, Figures, Videos, or Appendices in the manuscript Word document.
- Tables are in Word format and have titles.
- Figures are in .TIFF or .EPS format and are numbered.
- Video files are uploaded to the [Audio and Video Submission \(AVS\) site](#) and the URL is attached using the Video URL selection from the drop-down menu on the Attach Files screen. All doctor and patient information (including faces and specific dates) must be blinded before uploading to the site.

Please note that Copyright Transfer, Conflict of Interest, and Figure/Video Permission forms are optional for new submissions and will be requested by the Editorial staff if/when a revision is submitted.

**Please email editorial@caseconnector.org
with any questions.**