



## **JBJS Author New Submission Checklist**

*Please ensure that the following items have been completed before approving your new submission:*

### **I. Article Type Selection**

- Correct Article Type selected for submission.
  - i. If you are submitting an invited paper (e.g. Invited Commentary and Perspective or Current Concepts Review), please use the submit link under 'My Accepted Invitations' on the Author Main Menu instead of creating a new submission.
  - ii. **Do not submit case reports or papers on academic/educational issues (formerly Topics in Training articles) to JBJS.**
    - 1. A case report is defined as submissions describing 3 or fewer patients. Please submit these articles to [JBJS Case Connector](#) instead.
    - 2. Manuscripts addressing the education of medical students/residents/fellows, Board/in-training examinations, and other testing/assessment topics should be submitted as an AOA Critical Issues in Education article to [JBJS Open Access](#) instead.

### **II. Attach Files**

- Title Page and Manuscript uploaded as 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.
- Manuscript title is included at the beginning of the paper.
- Text is in Times New Roman font in pt. 12 size and double-spaced with continuous line numbering throughout the document.
- If applicable, Abstract is no more than **325** words and appears at the beginning of the manuscript, following the title of the paper.
  - i. For Clinical Research manuscripts, include the [Level of Evidence](#) at the end of the Abstract.
  - ii. For Basic-Science Research manuscripts, include a Clinical Relevance statement at the end of the Abstract.
- Manuscript is no more than **3,000** words, including the abstract but excluding references and figure legends.
  - i. Randomized controlled trials: Follow the [CONSORT Group 25-item checklist](#) and include that checklist on submission. Also include a [flow diagram](#) as Figure 1 for the article.
  - ii. Animal studies: Download and complete the [ARRIVE Guidelines Checklist](#) and include that checklist on submission. The form should be opened in Adobe Acrobat or Reader.
  - iii. Cohort, case-control, and cross-sectional studies: Use the format suggested by the [STROBE panel](#).
  - iv. Meta-analyses (reviews of three or more articles with Level-I and II evidence) should conform to the [PRISMA Statement criteria](#)
  - v. If the study methodology has been reported previously, please include this reference in a cover letter for editor reference.
  - vi. Any patients who have been previously reported on in other publications must be cited in the manuscript. Additionally, include the rationale for why these patients are being reported on again in the present manuscript.

- 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 uploaded as individual files and readable on the PDF.
- All Figures, Tables, Videos, and Appendices are cited in the body of the manuscript in ascending numerical order with no embedded Tables/Figures in the manuscript.
- Tables are in Word or Excel format and have titles.
- Video files are uploaded to [Video Submission site](#) and the URL is attached using the Video URL selection from the drop down menu on the Attach Files screen (do not upload video files directly).
- Copyright Transfer, Conflict of Interest, and Figure/Video Permission forms are optional for new submissions.
- IRB approval forms uploaded (accompanied by an English translation if necessary).
  - i. This translation does not need be official as long as you can attest to its accuracy.

### III. Manuscript Data

- Each author's role in the study has been entered in accordance with the [Contributor Roles Taxonomy \(CRediT\)](#).

### IV. Approval of Submission PDF

- Clinical Research, Basic-Science Research, and Evidence-Based Systematic Review submissions are subject to a submission fee of \$250 US (paid via PayPal). Editorial Manager will automatically prompt you for payment prior to final approval if needed.
  - i. JBJS waives the submission fee for select nations (listed [here](#)). If you qualify, select the 'Request Waiver' option on the payment screen. Note that all authors must reside in one of the countries listed in order for the waiver to be approved.

**Please email [editorial@jbjs.org](mailto:editorial@jbjs.org) with any questions.**