



JBJS Revised Submission Checklist

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

I. Editorial Manager Process

- Previous versions of all manuscripts, figures, tables, responses, etc. have been replaced if any revisions have been made. Only the most recent versions of files should be uploaded. Confirm that all figures, tables, appendices, and videos are uploaded.
- Each author has their own [ORCID](#) identifier listed in the Manuscript Data screen.
- Each author's role in the study has been entered in accordance with the [Contributor Roles Taxonomy \(CRediT\)](#).
- The order of authors on the Unblinded Title Page exactly matches the order in Editorial Manager.

II. Manuscript Files

a. Unblinded Title Page

- Title and author list/order matches previous version.
 - Any change in authorship after the initial review process necessitates a [signed letter](#) uploaded to the revised submission. This includes additions, deletions, changes in order, or changes in corresponding author.
- Institutional affiliations are listed for each author. Corresponding author matches Editorial Manager and is labeled with contact information.

b. Blinded Author Response

- Uploaded as a Word file.
- Clearly restates all editor and reviewer comments included in the most recent decision letter, followed by the author response.

c. Revised Manuscript

- Uploaded as a Word file.
- Text is in 12 pt. Times New Roman or Calibri font and double-spaced, with continuous line numbering throughout the document.
- If applicable, Abstract is no more than **350** words and appears at the beginning of the manuscript.
- Word count adheres to the limit outlined in the [Instructions for Authors](#), including the abstract but excluding the references and figure legend.
- All changes are in bold or with tracked changes on.
- Manuscript is free of blinding. All blinding will be done in-house by the Editorial

staff.

- All figures, tables, appendices, and videos are cited in the text of the revised manuscript in ascending numerical order.
- A figure legend is included at the end of the manuscript, after the references section. The figure legend should also include titles and descriptions of Videos if applicable.

d. Table/Figure/Appendix/Video Files

- Table files are in Word format and contain titles.
- All Figure files are in .TIFF or .EPS format, are a minimum of 1500 pixels in width or height, and have a resolution of 300 pixels per square inch (see [Guidelines for Figures](#)). PNG files will not be accepted.
- Appendix items each have a title and are numbered.
- Video files are uploaded to the [Audio and Video Submission \(AVS\) Site](#) with the URL attached using the Video URL selection from the drop-down menu on the Attach Files screen. Please only use links from the AVS site. All doctor and patient information (including faces and specific dates) must be blinded before uploading to the site.

e. CME Questions

- If requested, a completed [CME Questions Form](#) is uploaded as a Word file (instructions can be found [here](#)).
- If the CME question contains a figure, upload the figure using the CME Figure option and include a legend in the CME form. The figure should meet the specifications outlined above.

f. Forms

- Copyright Transfer Agreement is complete in Editorial Manager for all authors. Copyright Transfer Agreements may be completed electronically through the co-authorship confirmation questionnaire sent by email. [Copyright Transfer](#) forms should be uploaded for any authors who have not completed the online agreement.
- Separate [ICMJE Conflict of Interest](#) forms for all authors are complete and uploaded.
- If applicable, [Figure Permissions](#) form is complete and uploaded.
- If applicable, [Video License Agreement](#) is complete, signed by all authors, and uploaded.
- IRB approval forms are uploaded (accompanied by an English translation if necessary).
 - The translation does not need to be official as long as you can attest to its accuracy. The original untranslated version should remain uploaded.

Please email editorial@ibjs.org with any questions.