



JBJS Author Revision Checklist

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

I. Editorial Manager Process

- Previous versions of all manuscripts, figures, tables, responses, etc. are replaced by revised files. Only the latest files for the current revision should be 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 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](#), generally from all authors, agreeing to the change.
- Institutional affiliations are listed for each author. Corresponding author is labeled and contact information provided.

b. Blinded Author Response

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

c. Revised Manuscript

- Uploaded as a Word file.
- 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.
- Word count is no more than **3,000** words, including the Abstract but excluding the References and Figure Legend sections.
- All changes to the Revised Manuscript are in bold or with tracked changes on.
 - If an editor has used comments, it is acceptable to reply in the comment box directly.
- All Figures, Tables, Appendices, and Videos are cited in the text of the Revised Manuscript in ascending numerical order (e.g., Figure 1, Figure 2, Table 1, Table 2).

d. Table/Figure/Appendix/Video Files

- Table files are in either Word or Excel format and contain titles.
- All Figure files are in JPG, JPEG, TIF, 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](#)).
- Appendix items each have a title (can be in the file itself or in the Figure Legend).
- Video files are uploaded to the [Video Submission Site](#) with the URL attached using the Video URL selection from the drop-down menu on the Attach Files screen.

e. CME Questions

- If requested, completed [CME Questions Form](#) is attached (instructions can be found [here](#)).
- If the CME question contains a figure, upload the figure using the CME Figure option and include a legend for it on the form. The figure should meet requirements per above.

f. Forms

- [Copyright Transfer](#) forms complete and uploaded for all authors. Page 1 of the form should include the article tracking # (manuscript number), title, Corresponding Author name, and name of the Journal.
- [ICMJE Conflict of Interest](#) form complete and uploaded for all authors.
- (If applicable), [Figure Permissions](#) form complete and uploaded.
- (If applicable), [Video License Agreement](#) complete and signed by all authors.
- IRB Approval uploaded.
 - Note:* If approval is written in a language other than English, please upload a translated version.

Please email editorial@jbjs.org with any questions.