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# **Manuscript Submission Checklist**

## MANUSCRIPT

### **Abstract**

- Does the abstract contain the four subheadings: Background and Purpose, Methods, Results, and Conclusion?
- Is the abstract 250 words or less?
- Does the abstract describe only the most essential aspects of the investigation?
- Is a 75-word summary included (for Case Reports and Technical Notes)?

### **Text**

- Do the major subheadings match the criteria provided in the “AJNR Information for Authors” page?
- Are abbreviations spelled out at first mention and used only when necessary? Are they standard (not jargon)?
- For trademarked products: Do you provide the manufacturer’s name and location?
- Did you include a Conclusion section, and does it address the purpose or hypothesis?
- Did you note guidelines followed during the investigation (ie, institutional, National Institutes of Health)?
- Do the Acknowledgments appear on a separate page?

### **References**

- Did you follow the format stipulated by *AJNR* when referencing outside works?
- Have you checked each reference for bibliographic accuracy?
- Are references numbered in the order they were cited in the text?

### **Figures**

- Have the most important and least redundant figures been included?
- Are all image parts of similar size?
- Is the orientation of each figure correct?
- Do all figures match the legends? Are they [the figures] correctly labeled and identified?
- Are any arrows, letters, etc. clearly visible?
- Are all figures cited in the text and numbered in the order they are cited?
- Are all color images necessary in understanding the material presented? Could some color images be made black and white without compromising the effect of the figure?

### **Legends**

- Are all legends written in the present tense?
  - Does each legend describe what is actually seen in the image, as opposed to repeating the main text?
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- Have you supplied a collective listing of figure legends following your references (with or without figures)?
  - Does each legend and its figure support the point being made in the text?

### **Electronic Image Files**

- Are line art images 1200 DPI/PPI resolution?
- Are halftone images at least 300 DPI/PPI resolution?
- Are combination halftone images at least 600 DPI/PPI resolution?
- Are all figures TIF, EPS, or JPG files?
- Do your art files contain all markers (ie, arrows, arrowheads, etc.) that are mentioned in the main text?

### **Multimedia Files**

- Are all multimedia files AVI, MPG, or MOV files?

### **Tables**

- Does each table have a specific and descriptive title?
- Are all table abbreviations defined?
- Are all tables cited in the text and numbered in the order of their appearance?

## **DOCUMENT**

### **Format**

- Is the manuscript double-spaced (including references, legends, and tables)?
- Are the manuscript pages numbered?
- Is the manuscript in Microsoft Word (.doc) or RTF format?
- Does the title page include the following material: First name, middle initial, last name, complete street address, phone/fax numbers, and e-mail address for the corresponding author?
- Does the title page list all involved authors?
- Does the title page include a word count?

### **Legalities**

- Are any required permissions included and ready to send with the manuscript?

### **Online Submission Site**

- If you are submitting a revision, did you make sure to submit it as a revision and not as a new manuscript?
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