

ANNALS OF FAMILY MEDICINE



Checklist for Online Submission

Submit all materials electronically on the *Annals* website, not by regular mail or e-mail.

1. Manuscript:

- Title page
 - Title
 - Authors
 - Corresponding author contact information
 - Sources of support
 - Prior presentation
 - Word count
 - Numbers of tables and figures
- Abstract
- Key words
- Abbreviations
- Article text
- Acknowledgements
- Conflict of interest statements
- References
- Appendices, if any
- Tables
- Figures

2. Preparing for online submission:

- Review the Requirements for Electronic Submission, above.
- Print and read the Instructions for Submitting a Manuscript on the *Annals* web site.
- When possible, prepare each table and figure as a separate electronic file.
- Prepare lengthy appendices as one or more separate electronic files.
- Be prepared to complete an online submission form. The information will be similar to that on the title page of your manuscript.
- Be prepared to type or “paste” your cover letter into Rapid Review.
- Be prepared to type or “paste” a copy of your abstract into Rapid Review. (Note: this is *in addition* to the abstract contained in the manuscript.)
- Be prepared to type or “paste” your acknowledgements into Rapid Review. (Note: this is *in addition* to the acknowledgements contained in the manuscript.)

3. Online submission tips. Whenever possible:

- Avoid submitting a manuscript during the Internet “rush hour” (late afternoon and early evening).
- Avoid submitting a manuscript on a computer that connects to the Internet by phone line.
- Use Internet Explorer as your browser, rather than Netscape.

4. Submit hard copies of the following by mail:

Required items:

- ❑ Title page copy for identification of mail packet
- ❑ Manuscript Agreement forms signed by each author

If needed:

- ❑ Permission to republish previously published material
- ❑ Consent of individual to publish material
- ❑ Related Publications

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