

ANNALS OF FAMILY MEDICINE



Checklist for Online Submission

Submit all materials electronically on eJournalPress, **not** by email or regular mail.
See also [Instructions For Authors](#) (at www.AnnFamMed.org).

1. Manuscript:

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

2. Preparing for online submission:

- Review the Requirements for Electronic Submission, below.
- Read the [Instructions for Submitting a Manuscript](#) on the *Annals* website.
- Figures or appendices prepared in a program other than Microsoft Word may need to be submitted in a separate file.
- Be prepared to provide in eJournalPress: a) selected elements of the title page including manuscript title, author names, and word count; b) other items including cover letter, abstract, and keywords. The title page, abstract, word count, and keywords must also be included in the manuscript.

3. If applicable, submit the following in eJournalPress or by email:

- [Permission to republish previously published material](#)
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- Copies of [related publications](#) by the authors, for evaluation of possible duplicate publication.

4. Online submission tips. Whenever possible:

- Use an updated version of Chrome, Safari, Firefox, or Internet Explorer.

Requirements for Electronic Submission (for Windows or Macintosh):

Required software:

- **Web browser:** Chrome, Safari, Mozilla Firefox, or Internet Explorer. JavaScript and cookies must be enabled.
- **Adobe Acrobat Reader.**

Accepted file formats:

- **Text.** Microsoft Word, WordPerfect, RTF, EPS, Postscript, LaTeX, TeX, or plain text.
- **Tables.** Microsoft Word, WordPerfect; Excel embedded in either Word or WordPerfect. Do not embed tables as images in the manuscript file or upload tables in image formats.
- **Graphs for publication.** When a manuscript that includes a graph is accepted for publication, the authors will be asked to supply actual numbers for each data point on the graph.
- **Graphics.** TIFF, GIF, JPG, EPS, Postscript, PSD, PDF, RTF, Microsoft Word Art, Microsoft Excel, Microsoft PowerPoint, or Corel Draw. Line art must have a resolution of 1200 dpi (dots per inch) and digital photographs (such as radiographs and scanned images) should be at least 300 dpi. They must be **created** at a high resolution, not **converted** to a high resolution from a 72 dpi file. Illustrations generated from programs such as PowerPoint or Word, and illustrations downloaded from the Internet (JPEG or GIF files), are likely to have a resolution of only 72 dpi. Such graphics cannot be used for publication.
- **Mixed text and graphics.** If a graphics file includes text, the text must be on a separate layer of the TIFF or EPS file to allow conversion to our font style.

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