Manuscript Checklist: Medical Education

Manuscripts in this category focus on osteopathic undergraduate, graduate, and continuing medical education. They should focus on curricular developments, standardized tests, or programs specific to osteopathic medical education.

- Cover letter addressed to AOA Editor in Chief Robert Orenstein, DO, with any special requests (eg, rapid review) noted and justified
- A title page including the following information about all authors:
  - full name, title, and affiliation
  - contact information
  - financial disclosures
  - contribution using language provided by the International Committee of Medical Journal Editors, as follows: "[Author(s)] provided substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; [Author(s)] drafted the article or revised it critically for important intellectual content; [Author(s)] gave final approval of the version of the article to be published; and [Author(s)] agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved."
- Abstract (typically a structured abstract, limited to 350 words; however, narrative abstracts, limited to 150 words, may be appropriate for non–research-based submissions) (see http://jaoa.org/ss/abstract.aspx)
- An acknowledgment section with a concise, comprehensive list of the contributions made by individuals who do not merit authorship credit and permission from each individual to be named in print
- Figures as separate, high-resolution JPG or TIF files
- Data points of charts in the case that the JAOA must recreate figures to ensure they are of reproduction quality
- Permission to reprint or adapt tables, figures, and illustrations from the publisher in both the JAOA’s print and online versions (see http://jaoa.org/DocumentLibrary/ReprintPermissionRequest.pdf)
- 1 to 4 CME questions in multiple choice format with a brief explanation of the correct answers
- For survey-based studies, a copy of the original survey
- Medical education submissions may be structured as original contributions, review articles, or special communication articles.
- Submissions in this category should be 3000 words or less with no more than 50 references and 5 tables or figures.