

Editorial Philosophy

The *Journal of the American Academy of Orthopaedic Surgeons* (JAAOS) is a peer-reviewed, monthly review journal with the mission of disseminating knowledge to improve the care of patients with musculoskeletal disorders. The Editorial Board seeks to publish articles that critically evaluate and synthesize current information regarding the diagnosis and management of musculoskeletal conditions and that document the current state of orthopaedic practice.

Topic Selection

JAAOS welcomes unsolicited material, but requires **presubmission approval**. To ensure that a topic is not under consideration and meets our current needs, authors are asked to submit a formal proposal by email (jjaos@aaos.org) to the editorial office. For your proposal to be considered, please provide the following: (1) Authors and affiliations; (2) an abstract; (3) brief outline; and (4) proposed bibliography. (*Please note that we do not accept original research or case reports or duplicative material.*)

Acceptance of a manuscript, whether solicited or unsolicited, for peer review does not imply a guarantee of publication of the manuscript.

Manuscript Requirements

Note: Manuscripts not meeting any of the following guidelines may be returned to the author for appropriate modification before we will begin the review process. Manuscripts are to be double-spaced, with 1-inch margins on all sides. Pages are to be numbered consecutively. Lines are to be numbered, beginning at the Abstract through the Summary.

Standard Review articles present a balanced approach to the current state of knowledge on a topic of inter-

est to the practicing orthopaedic surgeon. Standard articles are not to exceed 4,300 words in length. This total includes the abstract and body of the text but not references, figure legends, or tables. The total number of figure panels and tables is limited to 16. (Fig. 1, A and B, is equivalent to two figure panels.) References are limited to 40. When pertinent, please include an evidentiary table summarizing the relevant information of level I and II studies discussed in the text.

Perspectives on Modern Orthopaedics articles provide an objective appraisal of new or controversial techniques or areas of investigation in orthopaedic surgery, establishing for the reader the information currently available. These articles are not to exceed 3,000 words. The total number of figure panels and tables is limited to 10. References are limited to 35.

Advances in Therapeutics and Diagnostics articles provide current information on new developments in pharmacotherapeutics and diagnostic modalities. Drug articles are structured as follows: Introductory paragraph, Structure and Mechanism of Action, Pharmacokinetics, Indications for Use, Drug Interactions and Adverse Effects, Dosage and Cost, and Summary. These articles are not to exceed 2,300 words and are limited to one figure and one table. For drug articles, the figure illustrates the drug's chemical structure, and the table compares dosages and costs for brand names of the drug. References are limited to 12.

Because JAAOS articles are submitted to blinded review, do not include identifying information within the text of the manuscript or in the header or footer of each page.

Surgical Techniques articles describe a specific surgical procedure, illustrate key steps with line drawings

and photographs, and provide video of the technique (made available on the *Orthopaedic Knowledge Online* website). The Journal requires **presubmission approval** for Surgical Techniques articles. For your proposal to be considered, please go to <http://www.editorialmanager.com/jjaos>. Provide the following: author and affiliations, video, and ancillary material to support your proposal (eg, outline, references, suggestions for figures). When the proposal is approved, authors will work directly with AAOS staff to complete the video and the manuscript. Video content may be submitted in DVCAM/miniDV tape, DVD-Video, or QuickTime Microsoft DV format. Digital video must be a minimum size of 720 x 480. Do not send digital videos in streaming formats (wmv or rm). Accepted media are CD-ROM and DVD-ROM. AAOS staff is available to edit the video and work with authors once a proposal is accepted. Authors also may submit final edited video. Final video of up to 20 minutes is preferred; however, longer video is acceptable. The video should have a voiceover or other audio component explaining the steps of the procedures. If video is received without an audio component, authors may work with AAOS staff to record the voiceover. Articles are structured as follows: Introduction, Indications, Contraindications, Surgical Technique, Pearls and Pitfalls, and Outcomes. For the Surgical Technique section, provide a staged outline, including set up, exposure/approach, technique, closure, and postoperative care/considerations; also discuss anatomic and biomechanical considerations. Provide Pearls and Pitfalls in two bulleted lists (ie, in the style of a PowerPoint slide). Authors should provide appropriate references to peer-reviewed publications that

demonstrate the results of the surgical treatment using preferred surgical techniques. Rough sketches or specific ideas are required for 6 to 8 figures.

Web and Wireless Review articles discuss and review hardware, software, and other applications of interest to orthopaedic surgeons and their practices. These articles are not to exceed 700 words; they have no figures, tables, or references.

Correspondence is encouraged. The Journal officially welcomes comment, constructive criticism, and debate. All correspondence is reviewed and approved by the editor-in-chief before being forwarded to authors for response. Letters are to be limited to 500 words and are to address one specific topic. Please direct all correspondence to jaaos@aaos.org.

Preparation of Manuscripts

All manuscripts are to be organized as follows.

Title page To allow for blinded review, the title page should be limited to the title of the paper.

Abstract An abstract of approximately 150 words is required. Because JAAOS abstracts appear in MEDLINE, it is important that the abstract reflect the essential principles and information discussed in the article. This allows prospective readers to determine whether it is worthwhile to read the entire manuscript. Data must agree with those in the article.

Body of the text Each manuscript should contain a brief introductory section that presents an overview of the subject. Included should be a rationale for the importance of the subject and a delineation of the main points. Each submission also must contain a summary. The main topics of the article should be clearly indicated with headings and subheadings of up to three levels. Generic or non-proprietary names of drugs and devices should be used whenever possible. Include the timing of complications when available in a cited study. Tables and figures are cited in numeric order.

Reference section References are cited in numeric order, including those cited in a table or figure at the first mention of the table or figure. References must be typed double-spaced and included with the text of your manuscript. Programs that automatically generate reference numbers are not to be used. **Manuscripts submitted with references listed in alphabetical order or using an incompatible bibliographic software program will be returned to the author for correction.** Articles referenced must be published or in press. Personal communications are not acceptable. Poster presentations are acceptable only for Perspectives on Modern Orthopaedics articles. References should be to original published articles, not to textbooks or textbook chapters. The author is responsible for the accuracy and completeness of all reference citations. At least a quarter of the references should be current (published within the past 5 years). Use of references more than 10 years old is discouraged unless they are classic or unique works. Include the names of all authors. Include the level of evidence for each reference (level I/II randomized controlled trials, level III case-control study, level IV case series, or level V expert opinion).

Journal article:

1. Rodan GA: Bone mass homeostasis and bisphosphonate action. *Bone* 1997;20:1-4.

Chapter in a book:

2. Azar FM, Pickering RM: Traumatic disorders, in Canale ST (ed): *Campbell's Operative Orthopaedics*, ed 9. St Louis, MO: Mosby, 1998, vol 2, pp 1405-1449.

Figure legends A legend must be provided for each figure. The legend should be as succinct as possible. All labels in a figure or figure panel (asterisks, arrows, abbreviations) must be fully clarified in the legend. The direction or plane of radiographs (eg, anteroposterior) and of computed tomography and magnetic resonance images (eg, sagittal) must be provided. MRIs also must be identified as T1-, T2-, proton density, or gradient-

recalled echo weighted. Original magnifications of and staining procedures used in photomicrographs must be provided. Figures from other sources must be identified with a credit line containing the same bibliographic information as required for a reference. Provide a complete list of figure legends on a separate page.

Tables should be numbered consecutively in the order in which they are cited in the text. A title must be provided for each table, and each column must have a heading. Do not embed tables in the manuscript text. Each table should appear on a separate page, either at the end of the manuscript or in a separate file. Tables from another source must contain the same bibliographic information as a reference. A photocopy of the title page or face page of the original source must be submitted with ancillary materials.

Preparation of Figures

Each figure must be identified as either original or from another source. We will obtain permission for use of all borrowed or adapted illustrative material. A photocopy of the title or face page of the original source must accompany the Permissions Request form. All figures that are original to the submitted manuscript must be acknowledged as such on the Original Artwork Statement.

Figures should be numbered consecutively in the order in which they are cited in the text. The figures should immediately follow the tables in the manuscript. Do not embed figures in the manuscript text.

Line art must be submitted electronically as TIFF or EPS files. Line drawings must be saved at a minimum resolution of 1200 ppi. Determination to redraw line art will be made at the time the article is accepted for publication.

Radiographs, CTs, and MRIs must be submitted electronically at print-quality resolution (300 ppi for halftones, 600 ppi for halftones that contain lettering). (Halftones are black-and-white or color photographs.) Labels (asterisks, arrows, ab-

breviations) must be clearly visible.

Photomicrographs must have internal scale markers.

Patients' names or initials and any identifying information should be removed from any image or be able to be cropped. Written permission from the patient or the patient's guardian must be provided for photographs of a recognizable patient.

Graphs must be large enough to allow for some reduction. Letters and numbers must be readable. Computer-generated graphs should be printed on a laser-quality printer.

Electronically submitted images must be scanned at the following resolutions: 300 ppi for halftones (black-and-white or color photographs), 1200 ppi for line art, and 600 ppi for combination halftones (photographs with lettering) or for lettering alone. Images are to be uploaded, following the text, for inclusion in the PDF to be created for review purposes.

Online Manuscript Submission

It is recommended that the senior author serve as the corresponding author. The corresponding author will receive all editorial communications regarding the status of the manuscript, revisions, and reviews. The corresponding author is responsible for all revisions and for the dissemination of the comments of the

deputy editor and the reviewers and other manuscript information to coauthors.

JAAOS uses Editorial Manager®, a web-based, peer-review tracking system for online submission of manuscripts. Detailed login information is available on the home page.

Website: <http://www.editorial-manager.com/jaaos>

Please note that each author must complete and submit an Assignment of Rights form. A Disclosure Statement is required only from those authors who are not members of the AAOS. (For AAOS members, it is recommended that you check your information on the AAOS website, <http://www.aaos.org>, to ensure that your financial disclosure information is current and accurate.)

You will find the following forms appended to these Instructions:

- 1. Assignment of Rights** This form is to be filled out and signed by each contributing author
- 2. Mandatory Financial Disclosure Statement** This form is to be filled out and signed by each contributing author who is not a member of the AAOS. (AAOS members are required to enter financial disclosure information on the AAOS website.)
- 3. Original Artwork Statement** Identify by figure number each piece of illustrative material (radi-

ograph, photograph, table, line drawing, algorithm, etc.) that is original to this submission

- 4. Permissions Request** Complete a separate form for each piece of illustrative material or portion of text that has been borrowed from another source. We will obtain permission for you.

We cannot begin the peer-review process until we have received the completed forms. We will accept these forms as uploads to your manuscript submission or by email, fax, or mail.

Email: jaaos@aaos.org

Fax: 847-832-8033

Mail: JAAOS

6300 North River Road
Rosemont, IL 60018 USA

Once a manuscript has been submitted online, an email acknowledgment will be sent.

If the article is accepted for publication, the corresponding author will be sent the copyedited manuscript for review. The corresponding author is responsible for all statements made in the manuscript, including any changes suggested or made by physician-editors or copyeditors, as well as for answering all editorial queries. Upon publication, the corresponding author will receive 100 reprints of the article.

Journal of the AAOS
AMERICAN ACADEMY OF ORTHOPAEDIC SURGEONS

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