

## Checklist for Submitting Manuscript

When submitting your Manuscript, attach this form to check that you have followed the Instructions for Authors by marking the boxes next to each item where applicable. This is for both your convenience and ours – a manuscript that does not conform to the Instructions will be returned to the authors. Manuscripts should be sent only through the IMAJ website, [www.ima.org.il/imag](http://www.ima.org.il/imag)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>One WORD file</b> of the manuscript which includes Title page, Abstract (for Original), Introduction (for Review &amp; Case report), References Tables &amp; Figures</li> <li><input type="checkbox"/> Covering letter</li> <li><input type="checkbox"/> If there are more than six authors specify the contribution of each author</li> <li><input type="checkbox"/> \$25 or NIS 100 processing fee – through the IMAJ website by credit card: <a href="http://www.ima.org.il/imag">www.ima.org.il/imag</a></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> This form completed and signed</li> <li><input type="checkbox"/> Declaration form with signatures of all authors</li> <li><input type="checkbox"/> Disclosure form with signatures of all authors</li> <li><input type="checkbox"/> Signed copy of Helsinki Committee, if required</li> <li>• <b>Changes will not be accepted after publication</b></li> <li>• <b>Questionnaires should not be included in the manuscript</b></li> <li>• <b>Case report and review of the literature will not be accepted. It should be either case report or review</b></li> </ul> |
|--|---|

### 1. The Manuscript

- ☐ Typed in double space, font size 12
- ☐ Pages numbered
- ☐ Correct number of pages (8 for original article, 10 for review, 5 for case communications). This refers to the text only and does not include title page, tables, figures and references

### 2. Title page (page 1)

- ☐ First and last names of authors and their academic degrees - Changes in names will not be accepted after publication
- ☐ Institutional affiliation of each author
- ☐ Name, address, telephone, cellular phone, fax, and mail of the corresponding author
- ☐ Five key words

### 3. Abstract (page 2)

- ☐ Structured, with the following headings: Background, Objective, Methods, Results, Conclusions

### 4. Tables and Figures:

- Not more than four, in any combination:
- ☐ e.g., 1 figure and 3 tables, 4 tables, etc. for Original Articles/Reviews, and one table or figure for Case Communications. Tables should not exceed one page

#### Figures (illustrations)

- ☐ Graphs, diagrams and/or photographs included in the manuscript file
- ☐ Legends on a separate page

### 5. References [in square brackets]

- ☐ Not more than 20 for original (30 for a Review, 5 for a Case Communication)
- ☐ References should be updated based on year of submission and must contain current references. Articles in which references are not up to date will not be considered.
- ☐ Numbered consecutively in the text, including tables or figure legends
- ☐ Style according to **Index Medicus** (see examples in Instructions for Authors)

### AUTHORSHIP RESPONSIBILITY STATEMENT:

I certify that I have participated sufficiently in the conception and design of this work (and the analysis of the data), as well as in the writing of the manuscript, and take public responsibility for it. I believe the manuscript represents valid work. I have reviewed the final version of the submitted manuscript and approved it for publication. Neither this manuscript nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere, except as described in an attachment. If requested, I shall produce the data upon which the manuscript is based for examination by the editors or their assignees.

Author's Signature ..... Date .....