

## Author Submission Checklist

<b>Checklist Guide for Submission of Manuscripts to PJP</b>	
<b>Instructions to Authors</b>	<input type="checkbox"/> Review manuscript submission guidelines
<b>Cover Letter</b>	<input type="checkbox"/> Include cover letter as an attachment <input type="checkbox"/> Indicate in the letter the complete title of the work <input type="checkbox"/> Indicate all the authors (complete names and affiliations) <input type="checkbox"/> Indicate in the letter the corresponding author and provide complete contact information (institutional mailing address, work telephone, fax number, and work e-mail address)
<b>Author Form</b>	<input type="checkbox"/> Ensure all authors have qualified as authors based on ICMJE authorship criteria <input type="checkbox"/> Ensure all authors have read and agreed to the Certification <input type="checkbox"/> Ensure all authors have read and provided disclosure of conflicts of interest <input type="checkbox"/> Submit a scanned copy of the fully accomplished form
<b>Patient Consent Form</b>	<input type="checkbox"/> Submit a scanned copy of the fully accomplished form (if indicated) <input type="checkbox"/> If all attempts have been made and consent form is not signed, state so in the Cover Letter
<b>Title Page</b>	<input type="checkbox"/> Full names of the authors directly affiliated with the work (First name and Last name), highest educational attainment <input type="checkbox"/> Name and location of not more than 1 institutional affiliation per author <input type="checkbox"/> If presented in a scientific forum or conference, provide a footnote indicating the name, location and date of presentation
<b>Abstract</b>	<input type="checkbox"/> Provide an abstract conforming with the format <input type="checkbox"/> Structured for Original Articles, Review Articles: Objective/s, Methodology, Results, Conclusion <input type="checkbox"/> Unstructured for Case Reports and Feature Articles <input type="checkbox"/> Do not place cross references within the abstract
<b>Keywords</b>	<input type="checkbox"/> Provide 3-6 keywords (listed in MeSH)
<b>Content</b>	<input type="checkbox"/> Provide text/content in IMRAD format (Introduction, Methodology, Results and Discussion, Conclusion) <input type="checkbox"/> Make sure all abbreviations are spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parentheses; the same abbreviation may then be used subsequently <input type="checkbox"/> Make sure all measurements and weights are in SI units <input type="checkbox"/> If appropriate, provide information on institutional review board/ethics review committee approval <input type="checkbox"/> Disclosure of statement of conflicts of interest <input type="checkbox"/> Acknowledgements to individuals/groups of persons, or institution/s should be included at the end of the text just before the references; grants and subsidies from government or private institutions should also be acknowledged
<b>References</b>	<input type="checkbox"/> All references should be cited in the text, in numerical order. Use Arabic numerals <input type="checkbox"/> Ensure all references follow the prescribed format
<b>Tables, Figures, Illustrations and Photographs</b>	<input type="checkbox"/> All tables, figures, illustrations and photographs should be cited in the text, in numerical order per type <input type="checkbox"/> Provide separate files for tables, figures and illustrations <input type="checkbox"/> Provide a title and legend (if appropriate) for each table <input type="checkbox"/> Provide a title, legend (if appropriate), and caption for each figure and illustration (caption should be no longer than 15-20 words) <input type="checkbox"/> If table, figure, or illustration is adapted, state so and include the reference.

\*Run manuscript text with anti-plagiarism software. Name of software used.