

Checklist for Submissions

This checklist is provided to help you prepare your submission inline with the Instructions for Authors of the Journal of Orthopaedic Foot and Ankle Science.

Note: This form is only for preparation purpose. Do not be submit alongside your manuscript.

Preparing Your Manuscript for Submission. My article:	
Fits the Aims and Scope of the journal.	<input type="checkbox"/>
Has not been previously published or are being considered for publication in another journal in any language.	<input type="checkbox"/>
Has not previously appeared on preprint server.	<input type="checkbox"/>
Does not include languages other than English	<input type="checkbox"/>

Manuscript File Format		*if applicable
Item	Permissible file format	Completed
Title Page	MS Word (.doc/.docx)	<input type="checkbox"/>
Main Text	MS Word (.doc/.docx)	<input type="checkbox"/>
Figure(s)	JPEG (.jpg) or Tagged Image Format (.tiff)	<input type="checkbox"/>
Table(s)	MS Word (.doc/.docx) or PowerPoint (.ppt/.pptx)	<input type="checkbox"/>
Supplementary video(s)*	MPEG-4 (.mpg)	<input type="checkbox"/>

Title Page	
Prepared according to the template.	<input type="checkbox"/>
No AI-assisted tools/technologies to be listed as author or co-author.	<input type="checkbox"/>

Manuscript Length and Formatting	
Manuscript formatting matches the description by the article type in the Instructions for the Authors.	<input type="checkbox"/>

Manuscript Body	
2-8 key words listed after Abstract.	<input type="checkbox"/>
All texts are double-spaced with line numbers and page numbers.	<input type="checkbox"/>
Articles that report on human subjects or materials of human origin:	
No information that leads to the identification of patients is not included.	<input type="checkbox"/>
A statement on approval by the IRB is in the “Materials and Methods”.	<input type="checkbox"/>
A written consent has been obtained from all patients.	<input type="checkbox"/>
For articles reporting on data from animal testing (if applicable):	
A statement on approval by Animal Care and Use Committee in the “Materials and Methods”.	<input type="checkbox"/>
Clinical Trials (if applicable):	
Registration information is included in the Abstract.	<input type="checkbox"/>

References	
Citations in the main text as superscripts.	<input type="checkbox"/>
Listed in the order of their appearance in the main text.	<input type="checkbox"/>
Reference styles matches the samples in the Instructions for Authors.	<input type="checkbox"/>

Figures and Tables	
Each figure has a legend.	<input type="checkbox"/>
Each table has a title.	<input type="checkbox"/>
Figures and tables are numbered in the order they are cited	<input type="checkbox"/>
Permission from the copyright owner(s) for any copyrighted figures, tables, or texts are obtained and a full credit line is added to the material.	<input type="checkbox"/>

Anonymization for double-anonymized review process	
The name of the affiliation appears no anywhere in the manuscript except for the title page.	<input type="checkbox"/>

Article Type		Abstract		Main Text		Tables/ Figures	References
		Style	Words	Headings	Words		
Review Articles	Narrative Reviews	Unstructured	300	-	4,000	8/10	80
	Systematic Reviews/ Meta-analysis	Structured		Introduction, Materials and Methods, Results, Discussion			
Original Articles		Structured	300	Introduction, Materials and Methods, Results, Discussion	3,500	5/6	50
Practice/Clinical Guidelines		Unstructured	300	-	4,000	10	50
Case Reports		Unstructured	300	Introduction, Case Report, Discussion	1,500	3/6	15
Technical Notes		Structured	300	Introduction, Technical Note, Discussion	1,500	3/8	5
Letters to the Editor		Not necessary		-	400	1	5