

Journal of the Academy of Chiropractic Orthopedists (JACO)

Guidelines for Authors

General information

Submission process

Manuscripts must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. The submitting author takes responsibility for the article during submission and peer review.

See below for examples of acceptable word processor and graphics file formats. Additional files of any type, such as movies, animations, or original data files, can also be submitted as part of the publication.

During submission you will be asked to provide a cover letter. Please use this to explain why your manuscript should be published in the journal and to elaborate on any issues relating to our editorial policies detailed in the instructions for authors.

Assistance with the process of manuscript preparation and submission is available from the eJournal editorial board.

Publication and peer review processes

The Journal of the Academy of Chiropractic Orthopedists uses peer review to speed up the publication process. The time taken to reach a final decision depends on whether reviewers request revisions, and how quickly authors are able to respond.

Once an article is accepted, it is published in *The Journal of the Academy of Chiropractic Orthopedists* in an upcoming issue and will then be available through *The Journal of the Academy of Chiropractic Orthopedists* and indexed by the *Index of Chiropractic Literature* (ICL).

The ultimate responsibility for any decision lies with the Editor-in-Chief, to whom any appeals against rejection should be addressed.

Editorial policies

Any manuscript submitted to the journal must not already have been published in another journal or be under consideration by any other journal, unless accepted by the eJournal editors and unless clear permission to reprint the article is provided. Manuscripts that are derived from papers presented at conferences can be submitted unless they have been published as part of the conference proceedings in a peer reviewed journal. Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party. Correspondence concerning articles published in *The Journal of the Academy of Chiropractic Orthopedists* is encouraged.

Submission of a manuscript to *The Journal of the Academy of Chiropractic Orthopedists* implies that all authors have read and agreed to its content, and that any experimental research that is reported in the manuscript has been performed with the approval of an appropriate ethics committee. Research carried out on humans must be in compliance with the Helsinki Declaration, and any experimental research on animals must follow internationally recognized guidelines. A statement to this effect must appear in the Methods section of the manuscript, including the name of the body which gave approval, with a reference number where appropriate. Informed consent must also be documented. Manuscripts may be rejected if the editorial office considers that the research has not been carried out within an ethical framework, e.g. if the severity of the experimental procedure is not justified by the value of the knowledge gained.

Generic drug names should generally be used. When proprietary brands are used in research, include the brand names in parentheses in the Methods section.

We ask authors of *The Journal of the Academy of Chiropractic Orthopedists* papers to complete a declaration of competing interests, which should be provided as a separate section of the manuscript, to follow the Acknowledgements. Where an author gives no competing interests, the listing will read 'The author(s) declare that they have no competing interests'. Much has been written about competing interests (or conflict of interest, as other journals call it) within scientific research, but the following articles provide some background:

R Smith: **Beyond conflict of interest.** *BMJ* 1998, **317** :291-292

R Smith: **Making progress with competing interests.** *BMJ* 2002, **325** :1375-1376

CD DeAngelis, PB Fontanarosa, A Flanagin: **Reporting financial conflicts of interest and relationships between investigators and research sponsors.** *JAMA* 2001, **286** :89-9

K Morin, H Rakatansky, FA Riddick Jr, LJ Morse, JM O'Bannon 3rd, MS Goldrich, P Ray, M Weiss, RM Sade, MA Spillman: **Managing conflicts of interest in the conduct of clinical trials.** *JAMA* 2002, **287** :78-84

For all articles that include information or clinical photographs relating to individual patients, written and signed consent from each patient to publish must also be mailed or faxed to the editorial staff. The manuscript should also include a statement to this effect in the Acknowledgements section, as follows: "Written consent for publication was obtained from the patient or their relative."

The Journal of the Academy of Chiropractic Orthopedists supports initiatives to improve the performance and reporting of clinical trials, part of which includes prospective registering and numbering of trials. While there are initiatives to ensure that all clinical trials are registered (most notably the recent statement from the International Committee of Medical Journal Editors - see http://www.icmje.org/clin_trialup.htm), we are focusing on controlled trials of healthcare interventions, for now. Authors of protocols or reports of controlled trials of health care interventions must register their trial prior to submission in a suitable publicly accessible registry. The trial registers that currently meet all of the ICMJE guidelines can be found at <http://www.icmje.org/faq.pdf>.

The trial registration number should be included as the last line of the abstract of the manuscript.

The Journal of the Academy of Chiropractic Orthopedists also supports initiatives aimed at improving the reporting of biomedical research. Checklists have been developed for randomized controlled trials (CONSORT), systematic reviews (QUOROM), meta-analyses of observational studies (MOOSE), diagnostic accuracy studies (STARD) and qualitative studies (RATS). Authors are requested to make use of these when drafting their manuscript and peer reviewers will also be asked to refer to these checklists when evaluating these studies. For authors of systematic reviews, a supplementary file, linked from the Methods section, should reproduce all details concerning the search strategy. For an example of how a search strategy should be presented, see the Cochrane Reviewers' Handbook.

Authors from pharmaceutical companies, or other commercial organizations that sponsor clinical trials, should adhere to the Good Publication Practice guidelines for pharmaceutical companies, which are designed to ensure that publications are produced in a responsible and ethical manner. The guidelines also apply to any companies or individuals that work on industry-sponsored publications, such as freelance writers, contract research organizations and communications companies.

The involvement of medical writers or anyone else who assisted with the preparation of the manuscript content should be acknowledged, along with their source of funding, as described in the European Medical Writers Association (EMWA) guidelines on the role of medical writers in developing peer-reviewed publications. If medical writers are not listed among the authors, it is important that their role be

acknowledged explicitly. We suggest wording such as 'We thank Jane Doe who provided medical writing services on behalf of XYZ Pharmaceuticals Ltd.'

Submission of a manuscript to *The Journal of the Academy of Chiropractic Orthopedists* implies that readily reproducible materials described in the manuscript, including all relevant raw data, will be freely available to any scientist wishing to use them for non-commercial purposes.

Any 'in press' articles cited within the references and necessary for the reviewers' assessment of the manuscript should be made available if requested by the editorial office.

Preparing main manuscript text

File formats

The following word processor file formats are acceptable for the main manuscript document:

- Microsoft Word (version 2 and above)

Article types

When submitting your manuscript, you will be asked to assign one of the following types to your article:

Research

Case report

Commentary

Database

Debate

Hypothesis

Methodology

Review

Short report

Study protocol

Manuscript sections for Research articles

Manuscripts for Research articles submitted to *Academy of Chiropractic Orthopedist eJournal* should be divided into the following sections:

- Title page
- Abstract

- Background
- Methods
- Results
- Discussion
- Conclusions
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any)
- Tables and captions (if any)
- Description of additional data files (if any)

Case report articles

Academy of Chiropractic Orthopedist eJournal welcomes well-described reports of cases that include the following:

1. Unreported or unusual side effects or adverse interactions involving medications
2. Unexpected or unusual presentations of a disease
3. New associations or variations in disease processes
4. Presentations, diagnoses and/or management of new and emerging diseases
5. An unexpected association between diseases or symptoms
6. An unexpected event in the course of observing or treating a patient
7. Findings that shed new light on the possible pathogenesis of a disease or an adverse effect

Case report articles should include an up-to-date review of all previous cases in the field.

Authors should seek written and signed consent to publish the information from the patients or their guardians prior to submission. The submitted manuscript must include a statement to this effect in the 'Consent' section, as follows: "Written informed consent was obtained from the patient for publication of this Case report and any accompanying images. A copy of the written consent is available for review by the Editor-in-Chief of this journal." The editorial office may request copies of the informed consent documentation at any time.

Case report articles should include relevant positive and negative findings from history, examination and investigation, and can include clinical photographs, provided these are accompanied by written consent to publish from the patient(s).

Manuscript sections for Case report

Case report submitted to *Academy of Chiropractic Orthopedist eJournal* should be divided into the following sections (in this order):

- Title page
- Abstract
- Background
- Case presentation
- Conclusions
- Consent
- List of abbreviations used (optional)
- Competing interests
- Authors' contributions

- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in [main document](#)
- Description of additional data files (if any) - see Additional files section in [main document](#)

Commentary articles

These short, narrowly focused articles of contemporary interest are usually commissioned by the journal. They are not minireviews. A Commentary generally takes one of two forms:

- The first form is a discussion of an article or trial that was recently published or that is soon to be published, and that is interesting enough to warrant further comment or explanation. This type of Commentary discusses specific issues within a subject area rather than the whole field, explains the implications of the article and put it in context. Opinions are welcome as long as they are factually based.
- The second form is more editorial in nature and covers an aspect of an issue that is relevant to the journal's scope. Examples of this type of Commentary could be a discussion of the impact of new technology on research and treatment, or a discussion of changes in peer review or grant application procedures and their effect on research. By their nature, the second form of Commentary is less frequent.

Manuscript sections for Commentary articles

Manuscripts for Commentary articles should be divided into the following sections:

- Title page
- Abstract
- Introduction
- Discussion
- Conclusions
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in main document
- Description of additional data files (if any) - see Additional files section in main document

Database articles

Database articles should describe either a new biomedical database or a database that has been substantially changed and improved since it was last described in a journal (for example by an expansion of data to broaden the range of users, or by a major increase in functionality). The database must be readily accessible and data within the database should be attributed to a source.

Should a description of a database be submitted as a Database article or a Research article?

An article describing a database but also including research that merits publication in its own right should either be submitted as a Research article or should be split into a Research article and a separate Database article.

Availability of database to reviewers and other researchers

The database described in the manuscript must be available for testing by reviewers in a way that preserves their anonymity. Databases must be accessible by any researcher wishing to use them for non-commercial purposes, without restrictions such as the need for a material transfer agreement. We may require an archive copy of the database to be held by Academy of Chiropractic Orthopedist eJournal as a safeguard

Manuscript sections for Database articles

Manuscripts for Database articles submitted to *Academy of Chiropractic Orthopedist eJournal* should be divided into the following sections:

- Title page
- Abstract
- Background
- Construction and content
- Utility
- Discussion
- Conclusions
- Availability and requirements
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in main document
- Description of additional data files (if any) - see Additional files section in main document

Debate articles

Debate articles should present an argument that is not essentially based on practical research. They can report on all aspects of the subject including sociological and ethical aspects.

Manuscript sections for Debate articles

Manuscripts for Debate articles submitted to *Academy of Chiropractic Orthopedist eJournal* should be divided into the following sections

- Title page
- Abstract
- Background
- Discussion
- Summary
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in main document
- Description of additional data files (if any) - see Additional files section in main document

Hypothesis articles

Hypothesis articles should present an untested original hypothesis backed up solely by a survey of previously published results rather than any new evidence. Hypothesis articles should not be reviews and should not contain new data. They should ideally be short articles (maximum 1500 words) outlining significant progress in thinking that would also be testable, though not so easily testable that readers will wonder why the testing has not already been done.

Manuscript sections for Hypothesis articles

Manuscripts for Hypothesis articles submitted to *Academy of Chiropractic Orthopedist eJournal* should be divided into the following sections:

- Title page
- Abstract
- Background
- Presentation of the hypothesis
- Testing the hypothesis
- Implications of the hypothesis
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in main document
- Description of additional data files (if any) - see Additional files section in main document

Methodology articles

Methodology articles should present a new experimental or computational method, test or procedure. The method described may either be completely new, or may offer a better version of an existing method. The article must describe a demonstrable advance on what is currently available. The method needs to have been well tested and ideally, but not necessarily, used in a way that proves its value.

Manuscript sections for Methodology articles

Manuscripts for Methodology articles submitted to *Academy of Chiropractic Orthopedist eJournal* should be structured identically to Research articles.

We consider the main result of a Methodology article to be the method itself. The description of the method and all details of the development and testing should be presented in the Results section. The Methods section at the end of the manuscript should be reserved for the technical details necessary to allow others to replicate the method, and can be omitted if this information is provided elsewhere in the manuscript.

For Methodology articles presenting novel computational methods, we suggest that the Results section includes the subheadings, "Algorithm", "Testing" and "Implementation".

Review articles

Review articles are summaries of recent insights in specific research areas within the scope of *Academy of Chiropractic Orthopedist eJournal*. They can be submitted either upon specific invitation or editorial acceptance of an author's proposal. To submit a proposal, authors should send a tentative title and

abstract to the [Editorial Office](#) and justify their expertise in the target area, and also both the scientific relevance and the lack of recent reviews on the topic.

Manuscript sections for Review articles

Manuscripts for Review articles should be divided into the following sections:

- Title page
- Abstract
- Review
- Conclusions
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in main document
- Description of additional data files (if any) - see Additional files section in main document

Manuscript sections for Short report articles

Manuscripts for Short report articles submitted to *Academy of Chiropractic Orthopedist eJournal* should be divided into the following sections:

- Title page
- Abstract
- Findings
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in main document
- Description of additional data files (if any) - see Additional files section in main document

Study protocol

Academy of Chiropractic Orthopedist eJournal believes that publishing study protocols will help to improve the standard of medical research. Study protocol articles can be for proposed or ongoing research, and should provide a detailed account of the hypothesis, rationale and methodology of the study. By publishing your protocol in *Academy of Chiropractic Orthopedist eJournal*, it becomes a fully citable open-access article - freely and universally accessible online, permanently archived, with copyright resting with the authors. It will also be included in PubMed and archived in PubMed Central, further increasing its visibility.

Study protocol articles concerning proposed research will usually be published without peer review if the study has received ethics approval and a grant from a major funding body (proof will be required). Study protocols without major funding approval will be peer reviewed.

Protocols of randomized controlled trials should follow the CONSORT guidelines and must have a trial registration number included as the last line of the abstract, as described in our editorial policies.

For more information on why publishing study protocols is important, see: Publishing study protocols: making them visible will improve registration, reporting and recruitment. *BMC News and Views* 2001 **2**:4.

Manuscript sections for Study protocol articles

Manuscripts for Study protocol articles submitted to *Academy of Chiropractic Orthopedist eJournal* should be divided into the following sections

- Title page
- Abstract
- Background
- Methods/Design
- Discussion (if applicable)
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any) - see Figure legends section in main document
- Tables and captions (if any) - see Tables section in main document
- Description of additional data files (if any) - see Additional files section in main document

Manuscript sections for Research articles

Manuscripts for Research articles submitted to *The Journal of the Academy of Chiropractic Orthopedists* should be divided into the following sections:

- Title page
- Abstract
- Background
- Methods
- Results
- Discussion
- Conclusions
- List of abbreviations used (if any)
- Competing interests
- Authors' contributions
- Acknowledgements
- References
- Figure legends (if any)
- Tables and captions (if any)
- Description of additional data files (if any)

Title page

This should list the title of the article. The title should include the study design, for example:

A versus B in the treatment of C: a randomized controlled trial

X is a risk factor for Y: a case control study

The full names, institutional addresses, and e-mail addresses for all authors must be included on the title page. The corresponding author should also be indicated.

Abstract

The abstract of the manuscript should not exceed 350 words and must be structured into separate sections: **Background**, the context and purpose of the study; **Methods**, how the study was performed and statistical tests used; **Results**, the main findings; **Conclusions**, brief summary and potential implications. Please minimize the use of abbreviations and do not cite references in the abstract; **Trial registration**, if your research article reports the results of a controlled health care intervention, please list your trial registry, along with the unique identifying number, e.g. **Trial registration**: Current Controlled Trials ISRCTN73824458. Please note that there should be no space between the letters and numbers of your trial registration number.

Background

The background section should be written from the standpoint of researchers without specialist knowledge in that area and must clearly state - and, if helpful, illustrate - the background to the research and its aims. Reports of clinical research should, where appropriate, include a summary of a search of the literature to indicate why this study was necessary and what it aimed to contribute to the field. The section should end with a very brief statement of what is being reported in the article.

Methods

This should include the design of the study, the setting, the type of participants or materials involved, a clear description of all interventions and comparisons, and the type of analysis used, including a power calculation if appropriate.

Results and Discussion

The Results and Discussion may be combined into a single section or presented separately. Results of statistical analysis should include, where appropriate, relative and absolute risks or risk reductions, and confidence intervals. The results and discussion sections may also be broken into subsections with short, informative headings.

Conclusions

This should state clearly the main conclusions of the research and give a clear explanation of their importance and relevance. Summary illustrations may be included.

List of abbreviations

If abbreviations are used in the text either they should be defined in the text where first used, or a list of abbreviations can be provided, which should precede the competing interests and authors' contributions.

Competing interests

A competing interest exists when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organizations. Authors should disclose any financial competing interests but also any non-financial competing interests that may cause them embarrassment were they to become public after the publication of the manuscript.

Authors are required to complete a declaration of competing interests. All competing interests that are declared will be listed at the end of published articles. Where an author gives no competing interests, the listing will read 'The author(s) declare that they have no competing interests'.

When completing your declaration, please consider the following questions:

Financial competing interests

- In the past five years have you received reimbursements, fees, funding, or salary from an organization that may in any way gain or lose financially from the publication of this manuscript, either now or in the future? Is such an organization financing this manuscript? If so, please specify.
- Do you hold any stocks or shares in an organization that may in any way gain or lose financially from the publication of this manuscript, either now or in the future? If so, please specify.
- Do you hold or are you currently applying for any patents relating to the content of the manuscript? Have you received reimbursements, fees, funding, or salary from an organization that holds or has applied for patents relating to the content of the manuscript? If so, please specify.
- Do you have any other financial competing interests? If so, please specify.

Non-financial competing interests

Are there any non-financial competing interests (political, personal, religious, ideological, academic, intellectual, commercial or any other) to declare in relation to this manuscript? If so, please specify.

If you are unsure as to whether you, or one your co-authors, has a competing interest please discuss it with the editorial office.

Authors' contributions

In order to give appropriate credit to each author of a paper, the individual contributions of authors to the manuscript should be specified in this section.

An "author" is generally considered to be someone who has made substantive intellectual contributions to a published study. To qualify as an author one should 1) have made substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) have been involved in drafting the manuscript or revising it critically for important intellectual content; and 3) have given final approval of the version to be published. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship.

We suggest the following kind of format (please use initials to refer to each author's contribution): AB carried out the molecular genetic studies, participated in the sequence alignment and drafted the manuscript. JY carried out the immunoassays. MT participated in the sequence alignment. ES participated in the design of the study and performed the statistical analysis. FG conceived of the study, and participated in its design and coordination and helped to draft the manuscript. All authors read and approved the final manuscript.

All contributors who do not meet the criteria for authorship should be listed in an acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support.

Acknowledgements

Please acknowledge anyone who contributed towards the study by making substantial contributions to conception, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting the manuscript or revising it critically for important intellectual content, but who does not meet the criteria for authorship. Please also include their source(s) of funding. Please also acknowledge anyone who contributed materials essential for the study.

The role of a medical writer must be included in the acknowledgements section, including their source(s) of funding.

Authors should obtain permission to acknowledge from all those mentioned in the Acknowledgements.

Please list the source(s) of funding for the study, for each author, and for the manuscript preparation in the acknowledgements section. Authors must describe the role of the funding body, if any, in study design; in the collection, analysis, and interpretation of data; in the writing of the manuscript; and in the decision to submit the manuscript for publication.

References

All references must be numbered consecutively, in square brackets, in the order in which they are cited in the text, followed by any in tables or legends. Reference citations should not appear in titles or headings. Each reference must have an individual reference number. Please avoid excessive referencing. If automatic numbering systems are used, the reference numbers must be finalized and the bibliography must be fully formatted before submission.

Only articles and abstracts that have been published or are in press, or are available through public e-print/preprint servers, may be cited; unpublished abstracts, unpublished data and personal communications should not be included in the reference list, but may be included in the text. Notes/footnotes are not allowed. Obtaining permission to quote personal communications and unpublished data from the cited author(s) is the responsibility of the author. Journal abbreviations follow Index Medicus/MEDLINE. Citations in the reference list should contain all named authors, regardless of how many there are.

Examples of the *The Journal of the Academy of Chiropractic Orthopedists* reference style are shown below. Please take care to follow the reference style precisely; references not in the correct style may be retyped, necessitating tedious proofreading.

Links

Web links and URLs should be included in the reference list. They should be provided in full, including both the title of the site and the URL, in the following format: **The Mouse Tumor Biology Database** [http://tumor.informatics.jax.org/cancer_links.html]

***The Journal of the Academy of Chiropractic Orthopedists* reference style**

Article within a journal

1. Koonin EV, Altschul SF, Bork P: **BRCA1 protein products: functional motifs.** *Nat Genet* 1996, **13**:266-267.

Article within a journal supplement

2. Orengo CA, Bray JE, Hubbard T, LoConte L, Sillitoe I: **Analysis and assessment of ab initio three-dimensional prediction, secondary structure, and contacts prediction.** *Proteins* 1999, **43**(Suppl 3):149-170.

In press article

3. Kharitonov SA, Barnes PJ: **Clinical aspects of exhaled nitric oxide.** *Eur Respir J*, in press.

Published abstract

4. Zvaifler NJ, Burger JA, Marinova-Mutafchieva L, Taylor P, Maini RN: **Mesenchymal cells, stromal derived factor-1 and rheumatoid arthritis [abstract].** *Arthritis Rheum* 1999, **42**:s250.

Article within conference proceedings

5. Jones X: **Zeolites and synthetic mechanisms.** In *Proceedings of the First National Conference on*

Porous Sieves: 27-30 June 1996; Baltimore. Edited by Smith Y. Stoneham: Butterworth-Heinemann; 1996:16-27.

Book chapter, or article within a book

6. Schnepf E: **From prey via endosymbiont to plastids: comparative studies in dinoflagellates.** In *Origins of Plastids. Volume 2.* 2nd edition. Edited by Lewin RA. New York: Chapman and Hall; 1993:53-76.

Whole issue of journal

7. Ponder B, Johnston S, Chodosh L (Eds): **Innovative oncology.** In *Breast Cancer Res* 1998, **10**:1-72.

Whole conference proceedings

8. Smith Y (Ed): *Proceedings of the First National Conference on Porous Sieves: 27-30 June 1996; Baltimore.* Stoneham: Butterworth-Heinemann; 1996.

Complete book

9. Margulis L: *Origin of Eukaryotic Cells.* New Haven: Yale University Press; 1970.

Monograph or book in a series

10. Hunninghake GW, Gadek JE: **The alveolar macrophage.** In *Cultured Human Cells and Tissues.* Edited by Harris TJR. New York: Academic Press; 1995:54-56. [Stoner G (Series Editor): *Methods and Perspectives in Cell Biology*, vol 1.]

Book with institutional author

11. Advisory Committee on Genetic Modification: *Annual Report.* London; 1999.

PhD thesis

12. Kohavi R: **Wrappers for performance enhancement and oblivious decision graphs.** *PhD thesis.* Stanford University, Computer Science Department; 1995.

Link / URL

13. **The Mouse Tumor Biology Database** [http://tumor.informatics.jax.org/cancer_links.html]

Preparing illustrations and figures

Figures should be provided as separate files and should not be included in the main text of the submitted manuscript. Each figure should comprise only a single file.

Please read our figure preparation guidelines for detailed instructions on maximizing the quality of your figures.

Figure legends

The legends should be included in the main manuscript text file immediately following the references, rather than being a part of the figure file. For each figure, the following information should be provided: Figure number (in sequence, using Arabic numerals - i.e. Figure 1, 2, 3 etc); short title of figure (maximum 15 words); detailed legend, up to 300 words.

Please note that it is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures or tables that have previously been published elsewhere.

Preparing tables

Each table should be numbered in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.). Tables should also have a title that summarizes the whole table, maximum 15 words. Detailed legends may then follow, but should be concise.

Smaller tables considered to be integral to the manuscript can be pasted into the end of the document text file, in portrait format (note that tables on a landscape page must be reformatted onto a portrait page or submitted as additional files). These will be typeset and displayed in the final published form of the article. Such tables should be formatted using the 'Table object' in a word processing program to ensure that columns of data are kept aligned when the file is sent electronically for review; this will not always be the case if columns are generated by simply using tabs to separate text. Columns and rows of data should be made visibly distinct by ensuring the borders of each cell display as black lines. Commas should not be used to indicate numerical values. Color and shading should not be used.

Larger datasets can be uploaded separately as additional files. Additional files will not be displayed in the final, published form of the article, but a link will be provided to the files as supplied by the author.

Tabular data provided as additional files can be uploaded as an Excel spreadsheet (.xls) or comma separated values (.csv). As with all files, please use the standard file extensions.

Preparing additional files

Although *The Journal of the Academy of Chiropractic Orthopedists* does not restrict the length and quantity of data in a paper, there may still be occasions where an author wishes to provide data sets, tables, movie files, or other information as additional information. These files can be uploaded using the 'Additional Material files' button in the manuscript submission process.

The maximum file size for additional files is 20 MB each, and files will be virus-scanned on submission.

Any additional files will be linked into the final published article in the form supplied by the author, but will not be displayed within the paper. They will be made available in exactly the same form as originally provided.

If additional material is provided, please list the following information in a separate section of the manuscript text, immediately following the tables (if any):

- File name
- File format (including name and a URL of an appropriate viewer if format is unusual)
- Title of data
- Description of data

Additional datafiles should be referenced explicitly by file name within the body of the article, e.g. 'See additional file 1: Movie1 for the original data used to perform this analysis'.

Style and language

General

Currently, *The Journal of the Academy of Chiropractic Orthopedists* can only accept manuscripts written in English. Spelling should be US English or British English, but not a mixture.

There is no explicit limit on the length of articles submitted, but authors are encouraged to be concise. There is no restriction on the number of figures, tables or additional files that can be included with each article online. Figures and tables should be sequentially referenced. Authors should include all relevant supporting data with each article.

The Journal of the Academy of Chiropractic Orthopedists will not edit submitted manuscripts for style or language; reviewers may advise rejection of a manuscript if it is compromised by grammatical errors. Authors are advised to write clearly and simply, and to have their article checked by colleagues before submission. In-house copyediting will be minimal. Non-native speakers of English may choose to make use of a copyediting service.

Help and advice on scientific writing

The abstract is one of the most important parts of a manuscript. For guidance, please visit our page on "Writing titles and abstracts for scientific articles".

Abbreviations

Abbreviations should be used as sparingly as possible. They can be defined when first used or a list of abbreviations can be provided preceding the acknowledgements and references.

Typography

- Please use double line spacing.
- Type the text unjustified, without hyphenating words at line breaks.
- Use hard returns only to end headings and paragraphs, not to rearrange lines.
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