

## Checklist for Authors

*Article Submission Requirements. Please note you must satisfy all questions with a check mark.*

### Title page requirements

☐ Cover Page that Includes:

☐ Title of Manuscript

☐ Authors Names

☐ Affiliations-Please use the following format:

*First and Last Name is an associate professor of Anesthesiology at the X Medical  
Centre, City, State, Country.*

☐ Summary of your submission (3 – 5 sentences) that can be used on the APSF website to publicize your work.

☐ Word count (not including references) depending on article type.

☐ Social Media Handle (X, Instagram, LinkedIn, Facebook)

### Manuscript requirements

☐ On the first line of the first page of the manuscript please write the title of the article.

☐ On the second line, please write the authors names followed by their degree.

*First and Last name, PhD*

☐ Before the references but after the manuscript, please include the name of each author along with their titles.

*First and Last Name is an associate professor of Anesthesiology at the X Medical Centre,  
City, State, Country.*

☐ After a list of authors and titles, please include any conflicts of interest.

*i. First and Last name, MD has no conflicts of interest.*

*ii. The authors have no conflict of interest.*

*iii. First and Last name, MD receives royalties from XX.*

### **Photos, Figures, Graphs and Images**

☐ Please utilize only high-resolution images. They should be submitted as separate jpeg or png files (not within the manuscript in Microsoft word). Minimum resolution is 300 dpi.

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☐ Each figure needs a legend that should be placed at the end of the manuscript document and labeled correctly.

☐ All abbreviations used should be defined in the legend

☐ All figures need permission to be used. Please include proper citation with permission in the legend.

### **Tables**

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### References requirements

- ☐ Authors are responsible for the accuracy and completeness of their references and for correct text citation. Please number references in the order they appear in the text; do not alphabetize.
- ☐ Please use **superscript Arabic numerals** to reference your material.
- ☐ References should be placed **after** the punctuation.

When listing references, follow AMA style and abbreviate names of journals according to the journal's list in PubMed. List all authors and/or editors up to 6; if more than 6, list the first 3 followed by "et al." For Example:

- a. Magill SS, Edwards JR, Bamberg W, et al. Multistate point-prevalence survey of health care–associated infections. *N Engl J Med*. 2014; 370:1198-1208.
- b. Krediet AC, Kalkman CJ, Bonten MJ, Gigengack AC, Barach P. Hand-hygiene practices in the operating theatre: an observational study. *Br J Anaesth*. 2011; 107:553-558.
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### **Submission address**

☐ Submission emailed to [newsletter@apsf.org](mailto:newsletter@apsf.org)

### **Additional Information**

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☐ Please use metric units whenever possible.

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☐ Please use generic drug names.

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☐ *Plagiarism* (including self-plagiarism) is strictly prohibited.

☐ Please use only one space after a period (or other punctuation mark at the end of a sentence).