

### Information for Authors

Please note that these instructions may differ from those on the website or in the Journal, but these are the instructions which should be followed for your submission.

The Editors and Publisher of *The American Journal of Surgery*<sup>®</sup> invite concise original articles. Please refer to the SUBMISSION CHECKLIST before submitting any manuscript.

Manuscripts should be typed in WORD format, double-spaced, with 1-inch margins. Papers from the **MIDWEST SURGICAL ASSOCIATION** must limit the manuscript (starting with the title page as page 1, abstract page as page 2, then text and references pages) to a maximum of 10 pages, excluding tables/figures, key words and summary sentences for table of contents. No more than 2 tables, figures, or combination thereof, will be considered. There should be no more than 12 references. Authors of accepted society manuscripts should refer to the SUBMISSION CHECKLIST below before submitting a manuscript to their society/association recorder. Recorders of each society are encouraged to delete irrelevant comments, needless repetition, polite fillers, and condense rambling statements when editing the discussion.

**Number all pages, beginning with the title page.** The style of writing should conform to acceptable English usage. Readability is a factor in the acceptance of all papers. Strive to enlighten, not to impress. Avoid medical jargon, unnecessary wordiness, and overlong sentences. Authors are encouraged to view Strunk and White's *Elements of Style*.

Completed manuscripts in **WORD format** (Times New Roman, size 12 pitch with 1 inch margins) must be submitted online prior to Friday, July 7, 2017. The author listed as the presenter will be invited by email with an ID and password to submit the manuscript to a special section reserved for the Midwest Surgical Association. If the manuscript is not placed in the section reserved for Midwest Surgical, it will be difficult to retrieve. If presenting authors have more than one manuscript, a separate ID and password will be sent to them **FOR EACH** manuscript.

**ABSTRACTS** must consist of four paragraphs labeled: **Background, Methods, Results, Conclusions**. No abstract should exceed 150 words. This may be shorter than the abstract length originally submitted to the program committee and thus may need to be rewritten for publication in the American Journal of Surgery.

**GENERAL GUIDELINES:** Round off tenths of percents to whole numbers. Never reference individual patients (e.g., patient 1, 2, 3, etc., or 45-year-old man, etc.) in the text or tables. Subtitles and abbreviations detract from the title of the manuscript and will not be permitted. Do not use acronyms and abbreviations within the text, except for units of measure. Use generic names of drugs; the brand name may be included in parentheses at first mention.

**FINANCIAL SUPPORT** or potential conflicts of interest should be acknowledged by all authors and editorial reviewers. If such a conflict is recognized, the reviewer will be excused from the review process and another assigned.

**INFORMED CONSENT:** Papers describing research involving human subjects should state in the Methods section that informed consent was obtained from the patients and approval was obtained from the designated review board of the institution involved.

**COVER PAGE LETTER:** Manuscripts must be accompanied by a cover page letter from the author who is responsible for correspondence regarding the manuscript, including the email address. The letter should contain a statement that the manuscript has been seen and approved by all authors and the material is previously unpublished.

**FIGURES:** Only illustrations that increase the understanding of the text should be submitted. **Figures should be submitted online along with the manuscript.** Only high-quality computer-generated figures will be considered. Radiographs must be of extremely high quality to reproduce adequately and generally should be enhanced with arrows, etc. Color

reproduction costs must be separately paid by the author if color illustrations are accepted (\$650 for the first color figure; \$100 for each additional color figure).

All figures must be mentioned in the text in consecutive order. The Editor reserves the right to limit the number of illustrations.

**LEGENDS** must be typed, double-spaced, on a separate sheet rather than attached to the figures. Legends for photomicrographs should indicate the magnification and the method of straining.

**PERMISSION** to reproduce photographs of patients whose identity is not disguised must be sent with the manuscript. If an illustration has been published previously, the author must obtain the written permission of the author and publisher and send a copy of the permission with the manuscript.

**TABLES** should supplement rather than duplicate the text. Tables that repeat information in the text will be omitted. Each table should have a title and be typed, double-spaced, without horizontal or vertical lines on 8 ½ x 11-inch paper. Tables should be numbered consecutively with roman numerals in the order of first mention in the text. Define all abbreviations in a footnote.

**STATISTICAL** evaluation of data is encouraged, and the specific method should be referenced. Authors may wish to review Yancey JM. Ten rules for reading clinical research papers. *AM J Surg*. 1990; 159:533-539.

**REFERENCES** must follow the general arrangement and punctuation outlined in: International Committee of Medical Journal Editors Uniform requirements for manuscripts submitted to biomedical journals. *Ann Intern Med*, 1988;108:258-265 or *Br Med J*. 1988;296:401-405. They should be typed, double-spaced, on a separate sheet. Number the references (within brackets) in the order that they are first mentioned. Only references that are mentioned in the text should be listed. Use the Index Medicus style for abbreviations of journal titles. List all authors if there are four or fewer; for five or more authors, list the first three and add "et al." All authors are

responsible for the accuracy of their references.

**Journal article:** Cullen JJ, Eagon JC, Dozois EJ, Kelly KA. Treatment of acute postoperative ileus with octreotide. *AM J Surg*, 1993;165:113-120.

**Book:** Fry DE. *Multiple System Organ Failure*. St. Louis: Mosby-Year Book, Inc.; 1992.

**Chapter in book:** Zucker KA, Bailey RW. Diagnostic and therapeutic laparoscopy for the general surgeon. In: Polk HC Jr, Gardner B, Stone HH, eds. *Basic Surgery*. 4<sup>th</sup> ed. St. Louis: Quality Medical Publishing; 1993:95-121.

For references to articles in press, please supply the name of the journal and, if available, the volume number and year. References to unpublished material, including written (not verbal) personal communications, should be included parenthetically in the text.

**ACKNOWLEDGMENTS:** Footnotes of acknowledgment to individuals for help received are not published. Such acknowledgment should be made directly to the individual involved or, if the contribution warrants, the person should be made a co-author.

**REPRINTS:** Price schedules and order cards for reprints are e-mailed (or sent via post, if necessary) to each reprint author at the time an article is accepted for publication.

**SUBMISSION:** Manuscripts for consideration for publication should be submitted to the Recorder of the Midwest Surgical Association via the website of the American Journal of Surgery **PRIOR TO Friday, July 7, 2017.**

**SUBMISSION QUESTIONS:** For technical questions regarding manuscript upload, please contact Jessica Ingle, the Journal Manager for AJS, at [j.ingle@elsevier.com](mailto:j.ingle@elsevier.com)

## SUBMISSION CHECKLIST

### for the *American Journal of Surgery*:

1. The cover letter includes the first and last names of all authors, highest academic degrees, the name of the department and institution from which the work originated, and the name and address of the author to whom reprint requests should be addressed. A telephone number, fax number, and **email address** for the corresponding AND senior authors must be listed.
2. Manuscript (in WORD format size 12 pitch with 1 inch margins) contains a title page (page 1) and an **abstract of 150 words or less** (page 2).
3. Limit the manuscript (starting with the title page as page 1, abstract as page 2, then text and references pages) to a **maximum of 10 pages**, excluding tables/ figures, key words, and summary sentences.
4. References (no more than 12) are listed in order of appearance in the text, and the appropriate numbers are inserted in the text within brackets at the proper places.
5. Tables are numbered consecutively with roman numerals. **No more than 2 total tables and/or figures.** Place after references.
6. Figures and Tables are mentioned in the text in consecutive order. The **legends for Figures and Tables should be typed on a separate page**, after references.
7. Three to six **key words** for indexing are listed on a separate page at end of manuscript along with summary sentences.
8. Manuscript contains a 2- to 3-sentence summary to appear in the table of contents of the *American Journal of Surgery*.

9. You must **submit your manuscript online to the American Journal of Surgery website prior to Friday, July 7, 2017.**
10. **FAILURE TO SUBMIT YOUR MANUSCRIPT ON TIME (PRIOR TO Friday, July 7, 2017.) WILL JEOPARDIZE PUBLICATION OF YOUR MANUSCRIPT.** You may contact the Recorder of Midwest Surgical Association (msa@lp-etc.com) if you have technical difficulty submitting your manuscript to the American Journal of Surgery website.
11. If the manuscript is not on the AJS website at the time of the presentation at the meeting, **IT WILL NOT BE PUBLISHED WITH THE OTHER MSA MANUSCRIPTS IN AJS.**