

# CHECKLIST FOR AUTHORS

Please be sure to have the following ready before submission.  
When completed, send files to [editassist@reproductivemedicine.com](mailto:editassist@reproductivemedicine.com)  
to submit your manuscript.

## COVER LETTER

- Provide a statement verifying that (1) the manuscript is original, (2) all the authors were active participants, (3) you wish to submit the manuscript for publication in *The Journal of Reproductive Medicine*<sup>®</sup>, (4) the manuscript is not currently under consideration for publication in another journal, and (5) the authors agree to pay the charge of \$100.00 per typeset page if the manuscript is accepted for publication.
- Provide complete financial disclosure information.
- Provide 3 suggested reviewers and their academic addresses and e-mail addresses.

## GENERAL

- Limit the length of the text to approximately 3,000 words for clinical perspectives and original articles and to 1,000 words for case reports and brief clinical communications.
- Number the pages consecutively, starting with the title page, and continuing in the following order: synopsis, abstract and keywords, body of text, references, figure legends, and tables.
- Follow the instructions for choosing keywords so that your article can be appropriately indexed in PubMed. Provide at least 5 keywords from Mesh Browser: <http://www.nlm.nih.gov/mesh/authors.html>.
- Provide signed permission forms from the copyright holder and original author for all previously published tables or figures.
- Cite all references, figures (in arabic numerals), and tables (in roman numerals) in the text in numerical order and in the order in which they appear.
- Use generic names of drugs when possible. For any trade name cited, capitalize the first letter, and include the manufacturer's name and location (city, state/province, country).
- Express weights and measures in metric values.
- Use the Oxford comma in all series.
- A charge of \$100.00 per typeset page will be applied for published papers.

## TITLE PAGE

- Provide the authors' full names and highest degrees and the corresponding author's name, mailing address, telephone and fax numbers, and e-mail address.
- Limit the number of authors to 6 for original articles, 4 for case reports and brief clinical communications, and 3 for clinical perspectives.
- Acknowledge any presentation at a national or international medical society and any substantive financial support.

## SYNOPSIS PAGE

- Provide a summary statement of 25 words or less.

## ABSTRACT PAGE

- Submit a structured abstract limited to 200 words. For

original articles: Objective, Study Design, Results, and Conclusion. For case reports: Background, Case, and Conclusion. For clinical perspectives: Objective, Data Sources, Methods of Study, Results, and Conclusion.

- Address the study's power to detect a difference if the research identified important variables that lacked a statistically significant difference.

## MATERIALS AND METHODS

- State that the original research was approved by the local institutional review board.
- Explain the method of any randomization, blinding and selection of specific statistical tests.
- Explain dropouts/exclusions and confounding variables.

## REFERENCES

- Cite journal articles as follows: Authors: Article title. Abbreviated journal name. Year;volume:inclusive pages. Use *Index Medicus* abbreviations of journal names.
- Cite books as follows: Authors: Name of chapter. *In* Name of book. Editors' names. Place, Publisher, year, inclusive page numbers.
- Identify references in the text with superscript numerals—e.g., Dorin et al.<sup>5</sup>
- Number all references consecutively as they appear in the text.
- Avoid listing unpublished data or manuscripts, personal communications, web sites, and non-peer-reviewed publications.

## FIGURES

- For all manuscripts accepted, authors will be charged \$500 for color pages published in the print version of the journal. When the illustration appears in black and white in the printed version, the authors will not be charged a fee. We recommend using symbols, instead of color, for charts and graphs.
- Ensure that each photograph or section (i.e., A, B, etc.) is at least 990 pixels wide.
- Scan images at the highest dpi possible. Do not modify a low-resolution image by increasing the dpi. Send files at no less than 300 dpi in one of the following formats: TIFF, GIF, JPEG, PHOTOSHOP or EPS. Send color files in CMYK mode for 4-color separation.
- All illustrations *must* include the original magnification and the stain employed, and clearly identify critical areas of radiographs, photomicrographs, etc.

## TABLES

- Number and title tables.
- Provide sufficient information for the table to stand alone.
- Avoid tables, graphs, and charts for which the information could be included in the text in several sentences.