

# JSHAP Author Guideline Checklist

Updated January 2022

## Title page

- ❑ My manuscript is a Word document with double spacing, footer page numbers, continuous line numbers, and Times New Roman 12 pt font.
- ❑ I have provided a short title of 90 characters or less (including spaces).
- ❑ I have included the genre of publication.
- ❑ I have created a title that is concise, specific, and informative without using abbreviations.
- ❑ I have properly formatted the author byline.
  - Alpha B. Charlie, degree, degree; Juliett K. Lima, degree; Mike N. Oscar, degree
  - List only the highest level of degree or professional certification except if additional degree denotes a different field of study or a specialty degree, license, certification or credentials.
- ❑ I have properly formatted the author affiliations.
  - ABC, MNO: department, college, institution, City, State or Country. (State only if in the United States)
  - JKL: company, City, State or Country. (State only if in the United States)
- ❑ I have properly formatted the Corresponding Author information.
  - Corresponding author: Dr Alpha B. Charlie, street address, City, State Zip; Tel: 555-555-5555; Email: email@email.com.

## Summary

- ❑ I have included a Summary not exceeding the word limit for the genre:
  - 250 words for original research including these subheadings – Objective(s), Materials and methods, Results, and Implication(s).
  - 200 words for literature review. No subheadings needed.
  - 100 words for case report, case study, production tool, diagnostic note, practice tip, or peer-reviewed commentary. No subheadings needed.
  - 50 words for brief communication. No subheadings needed.
- ❑ I have defined abbreviations at the first mention of the term being abbreviated in the summary.
- ❑ I have only introduced abbreviations if they are used again in the summary and have used the abbreviation whenever the term is mentioned in the summary except at the beginning of a sentence.
- ❑ I have included “swine” as the first keyword with up to 4 additional words or phrases for a total of 5 keywords.

## Manuscript body

- ❑ I have included the required sections for the genre of manuscript.
- ❑ I have defined abbreviations at the first mention of the term being abbreviated in the body of the manuscript except in titles, headings, and subheadings.
- ❑ I have only introduced abbreviations if they are used again in the manuscript body and have used the abbreviation whenever the term is mentioned in the manuscript body except at the beginning of a sentence or as the sole term in headings and subheadings.
- ❑ I have included an animal care and use statement in a separate section preceding the Materials and methods section.
- ❑ I have provided the manufacturer’s name for all equipment and reagents used in my study.
- ❑ When *P* values are reported, I have capitalized and italicized the *P* and have not included a zero to the left of the decimal point. The numerical value is rounded to 2 or 3 digits to the right of the decimal point with the smallest being  $P < .001$ .
- ❑ I have included spaces around signs of operation (+, <, >, =, etc).
- ❑ I have used commas to separate all parts of a series (eg, green, red, and yellow).
- ❑ I have spelled out all units of measure unless they are accompanied by a numerical value.
- ❑ I have not used numbered or bulleted lists in the manuscript.
- ❑ I have used brackets to indicate a parenthetical expression within a parenthetical expression: ([ ]).

## Implications

- ❑ I have included up to 3 bulleted implications, each with a maximum of 80 characters or less (including spaces). This section is exempt only for literature review and practice tip manuscripts.

## Acknowledgments

- ❑ I have mentioned any individuals, companies, or funding sources that I would like to acknowledge.
- ❑ I have disclosed all conflicts of interest for this paper. If none exist, I have included the statement “None reported.”
- ❑ I have included the JSHAP disclaimer.

## References

- I have checked that all reference numbers in the manuscript are listed in sequential order.
- I have formatted reference numbers in the manuscript as superscripts placed after periods and commas and before colons and semicolons.
- I have properly formatted references according to the table in the author guidelines.
- I have italicized and abbreviated all journal titles according to the US National Library of Medicine rules ([www.nlm.nih.gov/pubs/factsheets/constructitle.html](http://www.nlm.nih.gov/pubs/factsheets/constructitle.html)) and catalog ([www.ncbi.nlm.nih.gov/nlmcatalog/journals](http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)).
- I have provided complete page numbers in all references (eg, 120-128, not 120-8).
- I have used a hyphen to separate page numbers in all references.
- I have identified all non-refereed references with an asterisk (\*) to the left of the reference list number and have included the following notation at the end of the reference list.
  - \* Non-refereed references.

## Tables

- I have included all tables in an “Art” file separate from the manuscript (may include figure legends).
- I have created tables that stand alone from the manuscript (ie, they do not rely on explanatory materials from the manuscript) and are numbered in the order they are referenced in the text.
- My table titles are brief, in sentence case with only the first word capitalized, and do not end with a period.
- I have created my tables using Microsoft Word.
- I have included the appropriate unit of measure for each row and column.
- I have no missing data in my tables (eg, empty cell, hyphen, period) and used the numeral “0” to indicate the value of the data is zero or “NA” to denote not available, not analyzed, or not applicable and have defined the abbreviation accordingly in the abbreviations footnote.
- I have used parentheses instead of the  $\pm$  symbol throughout my table (eg, “1 (3.5)” rather than  $1 \pm 3.5$ ”).
- I have used footnotes to explain data in the table using symbols in the designated order (\*†‡\$¶) and doubled the symbols in that order if more were needed.
- When appropriate, I have provided a footnote to describe the level of significance and the statistical method of analysis used.
- When appropriate, I have used lower case letters as superscripts to designate significant differences and have created a footnote to explain the level of significance and the statistical method used.
- I have defined all abbreviations used in the table in the last footnote, which does not use a footnote symbol.
- I have ensured the abbreviations used in the table are consistent with any abbreviations used in the manuscript.

## Figures

- I have included all figure legends in an “Art” file separate from the manuscript (may include tables).
- I have created figures that stand alone from the manuscript (ie, they can be understood without referencing information from the manuscript) and are numbered in the order they are referenced in the text.
- My figure title is descriptive, brief, and followed by the legend and abbreviations. The legend includes a brief description of treatments, level of significance, *P* values, and the statistical method used. All abbreviations used in the figure are defined.
- I have created a separate file for each figure in the acceptable file types (ie, .xls, .pdf, or .jpg).
- All axes are labeled with a description followed by the unit of measure, when needed, separated by a comma.

## Manuscript submission

- I have included my manuscript file and a separate art file with my submission.
- I have included a cover letter that does not exceed 1 page and includes the requested information.

