

Gynecology and Minimally Invasive Therapy

CHECKLIST

Only complete manuscript submissions will be considered for publication. Complete submission must include:

- ☐ Cover letter signed by all authors listed in the manuscript
- ☐ Authorship statement signed by all authors listed in the manuscript
- ☐ *ICMJE Form for Disclosure of Potential Conflicts of Interest* (available at http://www.icmje.org/coi_disclosure.pdf); a separate form for each author listed in the manuscript
- ☐ Copyright transfer agreement signed by all authors listed in the manuscript
- ☐ Manuscript in MS Word format

AND, where applicable

- ☐ Letter of approval from review committee for use of human samples in research and human experiments
- ☐ Letter of approval from relevant authority for use of animals in experiments
- ☐ CONSORT flow chart for randomized controlled trial
- ☐ Signed consent to publish (in print and online) from human subjects who can be identified in your manuscript
- ☐ Letter(s) of permission from copyright holder(s) to use or adapt copyrighted sources in your manuscript

In the actual article, ensure that the following information is provided:

- ☐ Title page (double spaced)
 - ☐ Article category
 - ☐ Article title
 - ☐ Name(s) and affiliation(s) of author(s)
 - ☐ Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
- ☐ Abstract and 3–5 keywords (double spaced): required for Review Articles, Original Articles, Short Communications, Case Reports
 - ☐ Abstract section headings of “Objective”, “Materials and Methods”, “Results”, and “Conclusion” for Original Articles (up to 250 words) and Short Communications (up to 200 words)
 - ☐ Abstract in one single paragraph for Review Articles (up to 250 words) and Case Reports (up to 150 words)
 - ☐ keywords arranged in alphabetical order (MeSH terms are recommended; see <http://www.ncbi.nlm.nih.gov/mesh?term>)
- ☐ Main text (double spaced)
- ☐ References (double spaced) in the correct format, cited in numerical order, and all references in the List are cited in the Text/Tables/Figures and vice versa

AND, where applicable

- ☐ Conflicts of interest statement
- ☐ Acknowledgments
- ☐ Table headings and tables (double spaced), each on a new page
- ☐ Figure legends (double spaced), on a new page
- ☐ Electronic picture files of all figures; resolution of 300 dpi for halftone images, 600 dpi for combination art (half-tone + line art), and 1000 dpi for line art

Further considerations:

- ☐ Manuscript has been spell-checked and grammar-checked
- ☐ Color figures are clearly marked as being intended for: (I) color reproduction on the Web (free of charge) and in print (authors will be charged US\$75 per figure); or (II) color reproduction on the Web (free of charge) and in grayscale in print (free of charge). If option (II), then grayscale versions of the figures are also supplied for printing purposes.