**Manuscript Checklist**

Prior to Submitting a Manuscript, You must be able to answer yes to all questions below.

* Did you line number the manuscript?
* Have all author names been removed from the manuscript, figures, tables, etc? Names should be placed in the boxes provided on the submission screen.
* Are there any identifying features within the manuscript? (they should all be removed)
* Did you include DOI in your reference list?
* Is the manuscript double spaced?
* Is the article in Times New Roman, 12 pt font?
* Is the reference list correct? Are the references listed in numerical order and not alphabetical order?
* Are all citation numbers at the end of sentences (not within) and after the punctuation?
* Are all citations superscript? See example of proper citations below.

Skull fractures, common to motor vehicle accidents, are different then in falls.1,2

* Is the text of the article left justified, not full justified?
* Is the font all the same color? (Black)
* Are photographs, figures, and diagrams in jpg, png, tif, or gif format? They should be included within the manuscript.
* Are all Tables created using the Table Function in Word? Are numbers separated by cells in the table and not tabs?
* Are the tables in the manuscript in the correct placement and not at the end of the manuscript?
* Does the author use standard bullets in the table if any, and not graphic images for bullets? No graphics are allowed in Tables. Graphics constitute Figures.
* Is the paper size set to Portrait - Letter and not Landscape or A4?
* By submitting this manuscript for review are we (the authors) able to attest that there are no conflicts of interest and all materials contains original unpublished material created entirely by the authors?