

Instructions to Authors

AMERICAN JOURNAL OF RHINOLOGY & ALLERGY

Rakesh Chandra, M.D. *Co-Editor-in-Chief* | Alexander Chiu, M.D. *Co-Editor-in-Chief* | Warner Carr, M.D. *Deputy Editor of Allergy*
Phone: (401)331-2510 FAX: (401)331-0223 Email: oceanside@oceansidepubl.com

American Journal Of Rhinology & Allergy utilizes an online system of manuscript submission, editing and review. This system allows authors to submit their work online and check on the status of the review process. To access the electronic system, visit <http://ajr.msubmit.net>. This technology requires all manuscript files be uploaded separately as follows:

- 1.) cover letter
- 2.) manuscript (including title page, abstract, text, references and figure legends only) *excluding table and figure files*
- 3.) tables (can be consolidated into one “tables” file or uploaded separately)
- 4.) figures (preferably uploaded separately)

Copyright release forms and conflict of interest forms must be

sent via mail or fax. Forms may be downloaded: http://oceansidepubl.com/ajr/ajr_pub_forms.pdf. If figures are scanned, please also forward the original (glossy) figures to the editorial offices. These will produce a higher quality output in the printing process.

Electronic submission is a four step process that is described step-by-step on the ajr.msubmit.net site.

American Journal Of Rhinology & Allergy will no longer accommodate the submission of paper manuscripts unless prior permission is granted via the editorial office. Please contact the editorial offices with any questions regarding the submission process.

MANUSCRIPT PREPARATION GUIDELINES:

Please note: Failure to follow these format instructions may result in the manuscript being returned to the author(s) for revision prior to review

SELECTING A MANUSCRIPT TYPE: when uploading your completed manuscript, you will be required to designate a manuscript type.

The following are guidelines for choosing:

- **Original manuscript:** Provides the results of original laboratory and/or clinical research. Components indicated by a checkmark below should appear in the order they are presented here (ie. title page, abstract, manuscript text, acknowledgment, references, figure legends, tables, figures)
- **Letters to the Editor:** Letters to the editor will be reviewed by the Editor(s) and peer-reviewed. Letters to the editor are limited to 500 words and 5 references. As letters to the editor are indexed and cited like original articles, key words are also required.
- **Invited Review:** Manuscript that provides a review of previously published literature. Components indicated by a checkmark below should appear in the order they are presented here (ie. title page, abstract, manuscript text, acknowledgment, references, figure legends, tables, figures)
- **Case Reports:** *American Journal Of Rhinology & Allergy* generally does not accept case reports for publication. Only those submitted that are truly unique and have an exceptional teaching value will be considered for publication.

✓ **Title page:**

Include full relevant and concise (no more than 15 words) title in sentence format (only capitalize proper nouns). Never include abbreviations in the title.

First name, middle initial, last name of each author with highest academic degrees included (do not include fellowships)

Name of Departments and Institutions to which work should be attributed; (*see Conflict of Interest below*)

Disclaimers (if any); and Acknowledgment of Financial Support/Funding. (*see Conflict of Interest below*)

In studies involving human subjects, a statement describing approval by the Institutional Review Board is required.

Key Words (10 key words are mandatory) Selecting appropriate key words is essential to your research being discovered by others.

Include date of presentation at scientific meeting (if any)

table is included in manuscript file, place after the References section, one table per page. Any abbreviations included in the table should be defined at the bottom of the table. If the table is being republished with permission, proof of permission must be faxed to the editorial office.

- ✓ **Figure legends:** Figure legends should be typewritten, double-spaced and listed (numbered) on a separate page after the tables. They should not appear on the figures. Include figure titles at the beginning of the legend preferably in bold text.

- ✓ **Figures, and illustrations:** Illustrations included in manuscripts must be submitted in electronic format along with the rest of the manuscript. Each figure should be submitted as a **separate electronic file - not embedded in the manuscript text file**. See Cadmus guidelines for submitting digital art at <http://cpc.cadmus.com/da/guidelines.asp>. Figure file preference is .tif, .jpeg, .eps. Proof of permission must be faxed to the editorial office for any figures being republished with permission. Proof of informed consent (signed releases) must be faxed to the editorial office for any and all photographs of identifiable persons. *A note about color figures: If your manuscript is accepted for publication and it includes color figures, you will have an option of printing your figures in color or black and white. Due to the high cost of color, please be aware that if you choose to print in color, the cost to you will be \$800. There is no cost to print the figures in black and white. Figures submitted in color but printed in black and white will appear at no cost, in color on the online version of the journal.*

- ✓ **Copyright release form:** MANUSCRIPTS WILL NOT BE REVIEWED UNLESS ACCOMPANIED BY A COPYRIGHT RELEASE FORM SIGNED BY EACH AND EVERY AUTHOR which states “*The undersigned author(s) transfer all copyright ownership, including electronic, of the manuscript (title of article) to OceanSide Publications, Inc in the event the work is published. The undersigned warrant(s) that the article is original, does not infringe upon any copyright or other proprietary right of any third party, is not under consideration by another journal, and has not been previously published. The author(s) confirm that they have reviewed and approved the final version of the manuscript.*” Items are accepted for publication on the understanding that they are contributed solely to **American Journal Of Rhinology & Allergy** and have not been or will not be published elsewhere in any format except in abstract form. Blank Copyright Release forms may be downloaded at http://oceansidepubl.com/ajr/ajr_pub_forms.pdf.

- ✓ **Conflict of Interest form:** **American Journal Of Rhinology & Allergy** requires all authors listed on the title page of the manuscript to make the following disclosures:
 - On the title page of the manuscript, authors must acknowledge:
 - a. *all funding sources* that supported their work and
 - b. all institutional or corporate affiliations *of each author*
 - Also, **all** authors must submit a separate form (one for each author) stating specifically whether any of the following commercial associations that might pose a conflict of interest exists: consultant arrangements, stock or other equity ownership, patent licensing arrangements, or payments for conducting or publicizing the study. Contact **American Journal Of Rhinology & Allergys** for blank Conflict of Interest forms or download them at http://oceansidepubl.com/ajr/ajr_pub_forms.pdf. Disclosures will be held in strict confidence during the review process and will not influence any editorial decisions. However, if the paper is accepted for publication, the Editor will determine how any conflict of interest should be disclosed.