

AUTHOR CHECKLIST

Journal of Pharmacopuncture

Title of Manuscript:

Category	Details
General	<ul style="list-style-type: none"> <input type="checkbox"/> The article is written in English (using American English spelling). <input type="checkbox"/> The article is in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. <input type="checkbox"/> The article is typed double-spaced on an A4 (210 x 297 mm) with a standard 12-point font using MS word. <input type="checkbox"/> Page numbers are included on all pages of the manuscript, including tables and figures (automatic page numbering may be used). footnotes, endnotes, headers and footers are not used. <input type="checkbox"/> Text, references, tables, figures, and legends are in one file, with each table and figure on a new page. <input type="checkbox"/> If the manuscript involves human or animal experiments, it is approved by the relevant review committee or the relevant authorities. <input type="checkbox"/> If the human subject is identified, a signed statement of informed consent to publish (in print and online) is included. <input type="checkbox"/> Each article include the following sections; For original article, Introduction, Materials and methods, Results, Discussion, Conclusion and Acknowledgment. For case reports, Introduction, Case report, Discussion. Constantly used term or definition is written in full when it first appears and is followed by the subsequent <input type="checkbox"/> abbreviation in bracket.
Title page	<ul style="list-style-type: none"> <input type="checkbox"/> Category of paper, article title, full names of authors, affiliations are provided. <input type="checkbox"/> Short running title is less than 50 characters. <input type="checkbox"/> The name, e-mail address, mailing address(affiliation, region, country, zipcode), telephone and fax number of the corresponding author are provided. <input type="checkbox"/> References are written in square brackets.
Cover Letter	<ul style="list-style-type: none"> <input type="checkbox"/> The name, address, telephone, fax number, e-mail address of the corresponding author are included. <input type="checkbox"/> A potential conflict of interest is disclosed.
Abstracts and Key Words	<ul style="list-style-type: none"> <input type="checkbox"/> The abstracts are less than 300 words with headings Objectives, Methods, Results, Conclusion. For case reports, abstracts are unstructured. <input type="checkbox"/> Key Words up to 6 are included using the medical subject headings (MeSH) list of Index Medicus in alphabetical order.
Text	<ul style="list-style-type: none"> <input type="checkbox"/> Each section is consecutively numbered (Introduction, Materials and methods, Results, Discussion, Conclusion) (1. 1.1 1.1.1) <input type="checkbox"/> In acknowledgment, the declaration of any source of financial support is provided.
Reference	<ul style="list-style-type: none"> <input type="checkbox"/> References are numbered consecutively in the order they appear in the text and are listed. <input type="checkbox"/> References are completed with the full title of the article, the last names and initials of all authors up to 6. If there are 7 or more authors, they are followed by "<i>et al.</i>"
Table	<ul style="list-style-type: none"> <input type="checkbox"/> Abbreviations for journal titles conform to those used in MEDLINE. <input type="checkbox"/> Tables are numbered in the order they appear in the text. <input type="checkbox"/> Each table with the table heading (no longer than 10 to 15 words) is typed double-spaced on a separate sheet. If the same table continues on a second sheet, the title is followed by "cont". <input type="checkbox"/> Only horizontal lines are used.
Figure	<ul style="list-style-type: none"> <input type="checkbox"/> Photomicrographs include the type of specimen, original magnification, and stain. <input type="checkbox"/> Figures (line drawings or photographs) are in high-resolution EPS or TIFF format(or in high-resolution JPEG format) with a minimum of 500 dpi. <input type="checkbox"/> Figures and tables are named according to the figure number and format. <input type="checkbox"/> Multiple figures under one figure number are marked on the photographs using capital alphabet letters at the lower right corner.

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Legends	<ul style="list-style-type: none"><li data-bbox="358 260 1073 286">☐ Figure legends indicate the anatomic area and/or pathologic condition.<li data-bbox="358 293 1247 319">☐ All legends and explanatory materials are typed on a separate page and not on the figures.