ANNALS OF OTOLOGY, RHINOLOGY & LARYNGOLOGY

Submission Guidelines

ELECTRONIC SUBMISSION

Original manuscripts dealing with clinical or scientific aspects of otolaryngology, bronchoesophagology, head and neck medicine and surgery, maxillofacial and plastic surgery, audiology, speech pathology, or related specialties are considered for publication. All materials submitted for publication undergo peer review. Manuscripts should be submitted electronically to http://mc.manuscriptcentral.com/aor. Authors will be required to set up an online account on the SAGE Track system powered by ScholarOne. Submission of a manuscript implies commitment to publish in the journal. Authors submitting manuscripts to the journal should not simultaneously submit them to another journal, nor should manuscripts have been published elsewhere in substantially similar form or with substantially similar content.

All submitted manuscripts must be accompanied by a cover letter. This letter should disclose any financial interests the authors have in relation to the work, or any financial support provided by companies toward the completion of the work. Also, indicate whether the manuscript has been presented before any professional otolaryngological association and the place and date of presentation. You may list 3 names with e-mail addresses of potential reviewers. Manuscripts submitted without this letter will not be reviewed and will be returned to the author.

Software and format must be Microsoft Word (.doc or .docx). Do not use complex formatting or desktop publishing software. Do not send files with hidden text. For example, do not use your word processor’s automated features to create footnotes and reference lists. Submit text, tables, and figure legends as a single file. Figures should be uploaded separately in their original format.

Illustrations should be in TIFF, JPEG, PDF, or EPS formats. MS Office files (Word, Powerpoint, Excel) are also accepted. Bitmap based files (ie, with .tiff or .jpeg extension) require a resolution of at least 300 dpi. Line art should be supplied with a resolution of 600 dpi.
Images supplied in color will be published in color online and black and white in print at no charge, and may be printed in color for a fee. Therefore, it is important to supply images that are comprehensible in black and white as well as in color. The captions should reflect this by not using words indicating color. Check that the artworks supplied match or exceed the dimensions of the journal. Images cannot be scaled up after origination.

Written permission from both senior author and publisher must be provided to the *Annals* in order to republish tables or illustrations copyrighted elsewhere. Submit this permission with the manuscript.

Papers are scheduled for publication in chronological order of acceptance, but manuscripts received in improper form require longer production time. Manuscripts will be edited largely in accordance with the *AMA Manual of Style* (10th edition; 2007) and the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication* (updated April 2010; [http://www.icmje.org](http://www.icmje.org)).

Manuscripts not accepted for publication are not returned.

**MANUSCRIPT PREPARATION**

Research articles should be no longer than 3000 words and can include up to 5 tables and 5 figures. Case reports should be no longer than 2000 words and can include up to 3 tables and 3 figures. All text should be double-spaced. Font size should be 12 pt. Margins should be set at 1 inch. Begin each component on a new page in the following sequence: title page, abstract, text, acknowledgments, references, tables, and figure legends. Number pages consecutively in the upper right corner. When uploading documents, please do not include any identifying information in file names to ensure a blinded peer review process.

Use standard abbreviations given in the *Uniform Requirements*. Express all measurements in metric terms; if original measurements were made in another system, include these parenthetically. Plot audiograms according to ISO standards. Use generic names whenever possible.
The author is responsible for all statements in the paper, as approved on the copyedited and typeset proofs. Alterations made by the author after the paper has been typeset may be charged to the author.

ALL submissions require a Title Page. The Title Page must include: (1) a concise but informative title, worded to facilitate indexing; (2) authors’ full names, academic degrees, affiliations, and addresses; (3) statement of grant or other support; (4) name, address, telephone and fax numbers, and e-mail address of corresponding author; and (5) name and address of author to whom reprint requests should be sent, if different from the corresponding author.

Manuscripts that report animal research performed in the United States must additionally carry the following statement on the title page: “This study was performed in accordance with the PHS Policy on Humane Care and Use of Laboratory Animals, the NIH Guide for the Care and Use of Laboratory Animals, and the Animal Welfare Act (7 U.S.C. et seq.); the animal use protocol was approved by the Institutional Animal Care and Use Committee (IACUC) of __________ University [or institution].”

Abstracts for all papers (including case reports) must be less than 200 words and structured to include objectives, methods, results, and conclusions.

Keywords, chosen as much as possible from the National Library of Medicine medical subject headings, should be listed after the abstract. A maximum of 6 are permitted.

References should be double-spaced and numbered consecutively in the order in which they are cited in the text. Primary references should be used whenever possible. Follow AMA Manual of Style (10th edition) style for references. Citation examples follow:

Journal article

Journal article published online ahead of print
Book

Chapter in book

Items presented at a meeting but not published:

Thesis or dissertation

If a manuscript accepted but not yet published is included in the reference list, give the accepting journal’s name, followed by “in press.” Papers published only in abstract form are listed as a journal reference with “[Abstract]” after the title. Manuscripts still in review or not yet accepted formally should not be included in the references, but be cited within the text as “unpublished data.” A reference to a personal communication is also placed in the text, accompanied by month and year.

Tables should be numbered consecutively and headed by a concise title. Put explanatory matter in footnotes. Tables are adjuncts to the text and should not repeat material presented therein.

Illustrations with multiple parts should be labeled (A, B, etc). Place legends to the illustrations on a separate page in the manuscript. Cite each figure in the text in consecutive order. Written permission from identifiable subjects is required. Images supplied in color will be published in color online and black and white in print at no charge, and may be printed in color.
for $800 for the first color figure and $200 for each color figure thereafter. Illustrations should enhance, not repeat, material presented in the manuscript and should be kept to a minimum.

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REVIEWS OF SOFTWARE AND COMPUTER APPLICATIONS

Programs submitted for review must be compatible with one of the following operating systems: Windows 2000 and above; or Macintosh OS 9.0 and above. The author must specify hardware and system requirements. Submit the software on CD. If the program is a template, submit also a runtime version of the source program. Software considered for review includes educational software, artificial intelligence software to aid in the diagnosis of otolaryngic disorders, software for logging operations, software to aid in research, and software that addresses specific problems in otolaryngology. Also, manuscripts reviewing software and computer applications relating directly to otolaryngology are considered for publication.