

Journal of Trauma and Acute Care Surgery

SUBMISSION INSTRUCTIONS FOR EAST 2017 PRESENTERS

DEADLINE: DECEMBER 1, 2016

EAST 2017 papers may be submitted to the *Journal of Trauma and Acute Care Surgery* via its [web-based tracking system](#). The *Journal* also welcomes poster and quick shot manuscript submissions. Submissions received by **December 1, 2016** will receive expedited review in anticipation of publication in the July 2017 issue of the *Journal*.

FIRST-TIME USERS

Please click the **Register** button at <http://www.editorialmanager.com/jt/>. Upon successful registration, you will receive an email containing your user name and password.

GETTING STARTED

Please click the **Login** button at <http://www.editorialmanager.com/jt/> and log in to the system as an author. Submit your manuscript according to screen prompts. Designate your submission as **2017 EAST Podium Paper**, **2017 EAST Poster Paper**, or **2017 EAST Quick Shot** in the subject/category area. Once the manuscript is submitted, you will be able to track its progress through the peer review process.

MANUSCRIPT CHECKLIST

Please ensure that your manuscript contains the following elements on submission:

- ✓ **Copyright transfer/financial disclosure** forms must be completed by all authors upon submission. Electronic forms will be sent to all coauthors. If needed, blank PDF forms are also available [here](#).
- ✓ **Cover letter**. Include the paper's full title, assurance that the submission has not been previously published, and corresponding author's contact information.
- ✓ **Title page** with paper's full title, contact information for all authors, and a conflict-of-interest statement detailing all sources of support. If no conflicts are declared, this must also be stated.
- ✓ **Structured abstract**. Include the following subheadings: Background, Methods, Results, Conclusions, and Level of Evidence (for more information, see below). Limited to 300 words with 3–5 key words.
- ✓ **Manuscript text** should be separated into four main headings: Background, Methods, Results, and Discussion. Limit Brief Reports to 3,000 words, Original Articles and Systematic Reviews to 4,000 words, and Reviews to 5,000 words. Abstract, references, authorship and legends are not included in word count.
- ✓ **Authorship statement**. Each author must have contributed significantly to, and be willing to take public responsibility for, one or more aspects of the study: its design, data acquisition, and analysis and interpretation of data. Place authorship statement in the main manuscript text before the references.
- ✓ **References** should include the first 10 authors of a study followed by "et al." EndNote users may download and use [the Journal-specific output style](#). Original articles are limited to 50 references; systematic reviews, 80 references; and review articles, 100 references.
- ✓ **Figures and tables**. Limited to 6 figures and tables (total) per manuscript. Additional figures and tables may be considered as supplemental digital content for online-only publication. Include figure legends as a separate page at the end of your manuscript's main text (after references).

The screenshot shows the Editorial Manager submission interface. The 'Submission' section is active, showing a list of options: Select Article Type, Enter Title, Add/Edit/Remove Authors, Funding Information, Select Section/Category (highlighted), Enter Keywords, Additional Information, Oppose Reviewers, Select Region of Origin, and Attach Files. A pop-up window titled 'Please Select Section/Category' is open, displaying a list of options. A red arrow points to the '2017 EAST Podium Paper' option in the list. The pop-up also contains a note: 'Most authors will leave this item blank. If the submission was presented at an AAST, EAST, WTA, or TAC conference, then select the Section or Category related to your manuscript from the drop-down menu below.'

REPORTING STANDARDS

The *Journal of Trauma* asks that prospective authors follow international reporting standards when documenting study methods. To find guidelines for a particular study design, please see the [EQUATOR Network's library](#). Please note the following study-specific requirements:

► **Clinical Trials.** All trials initiated after 1 July 2005 must be registered prospectively in a publicly-accessible registry to be considered for publication. Authors must state the registry and accession details in the first paragraph of the Methods section of the manuscript.

Authors of trials must adhere to the CONSORT reporting guidelines appropriate to their trial design. Please check the [CONSORT statement website](#) for information on the appropriate guidelines for specific trial types. Manuscripts reporting trials must include a CONSORT flow diagram as a figure.

► **Systematic Reviews and Meta-Analyses.** Reports of systematic reviews and meta-analyses should use the [PRISMA statement](#) as a guide, and include a completed PRISMA checklist and flow diagram to accompany the main text.

The *Journal* supports the prospective registration of systematic reviews. Authors whose systematic review was prospectively registered (e.g. in a registry such as [PROSPERO](#)) should also provide the registry number in their abstract.

► **Diagnostic Studies.** Reports of studies of diagnostic accuracy should conform to the [STARD requirements](#).

► **Observational Studies.** For reports of observational studies (cohort, case-control, or cross-sectional designs), please consult the [STROBE statement](#).

► **Animal Studies.** Reports of pre-clinical experiments involving animals should conform to the [ARRIVE guidelines](#) (Animal Research: Reporting of *In Vivo* Experiments). Authors may be asked to submit the [ARRIVE checklist](#) at final revision.

LEVELS OF EVIDENCE

The *Journal of Trauma's* editors have created a levels-of-evidence framework specific to surgical studies, which published in June 2012 (*J Trauma Acute Care Surg.* 72(6):1484-1490). Levels may be re-graded by the *Journal's* statistical editor prior to publication.

Please note that a level-of-evidence grade is only required for clinically-oriented studies; work involving cadavers or animals, basic-science studies, in vitro work, and review articles are excluded. If you have any questions about determining levels, please contact the editorial office at (303) 602-1816.

QUESTIONS?

Complete author instructions in a printable PDF are available [here](#). To see the criteria by which your manuscript will be reviewed, please see our [reviewer guidelines](#).

For questions concerning manuscript formatting, the review status of manuscripts, or copyright transfer issues, please contact Jo Fields at jfields@jtrauma.org or (303) 602-1815.

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