



The AAO Journal's Instructions for Contributors

The AAO Journal (AAOJ) is a peer-reviewed publication for disseminating information on the science and art of neuromusculoskeletal medicine and osteopathic manipulative medicine (NMM/OMM). It is directed toward osteopathic physicians, students, interns and residents, and particularly toward physicians with a special interest in osteopathic principles and practice (OPP) and osteopathic manipulative treatment (OMT).

The *AAOJ* welcomes contributions in the following categories:

Original Contributions	Clinical or applied research or basic science research related to clinical practice of NMM/OMM.
Case Reports	Unusual clinical presentations, newly recognized situations or rarely reported features.
Clinical Practice	Articles about practical applications for general practitioners or specialists.
Special Communications	Items related to the art of practice, such as poems, essays and stories.
Letters to the Editor	Comments on articles published in the <i>AAOJ</i> or new information on clinical topics. Letters must be signed by the author(s). No letters will be published anonymously, or under pseudonyms or pen names.
Book Reviews	Reviews of publications related to osteopathic manipulative medicine and to manipulative medicine in general.

Student Contributions

Students are invited to submit manuscripts under any of the preceding categories. Student contributions must have a faculty member or attending osteopathic physician as co-author.

Eligibility

Contributions are accepted from members of the AAO, AAO Component Societies, the American Osteopathic Association (AOA), faculty members in osteopathic medical colleges, osteopathic residents and interns, and students of osteopathic colleges. Contributions by others are accepted on an individual basis.

MANUSCRIPT SUBMISSION

As of Jan. 1, 2019, all submissions must be accompanied by the [AAOJ's submission checklist](#).

Authors may email manuscripts and accompanying materials to the *AAOJ's* editor-in-chief at EditorAAOJ@gmail.com. Manuscripts also may be submitted on a PC-compatible USB drive. These materials should be addressed to the *AAOJ's* Managing Editor, American Academy of Osteopathy, 3500 DePauw Blvd., Suite 1100, Indianapolis, IN, 46268-1136. Each USB drive should be clearly labeled and accompanied by a cover letter.

Whether submitting a manuscript by email or regular mail, the corresponding author should retain a copy of the manuscript's electronic files for future reference. The *AAOJ* does not require authors to provide hard copies of manuscripts. However, authors are required to have electronic or hard copies of all materials cited in their manuscripts. Failure to make these materials available upon request during the publication process may result in delayed publication.

Manuscripts should be formatted in Microsoft Word for Windows format (.doc or .docx), text document format (.txt), or rich text format (.rtf).

Materials mailed to the AAO will not be returned to corresponding authors unless self-addressed, stamped envelopes are included with the original submissions.

MANUSCRIPT PREPARATION

Manuscript Components

For all manuscripts

Cover letter A cover letter addressed to the *AAOJ's* editor-in-chief must accompany each submission. The cover letter should provide the corresponding author's full name and contact information, including the author's full professional titles and affiliations, preferred mailing address, preferred e-mail address, and daytime telephone number.

The cover letter should specify the type of article being submitted for consideration, all of the relevant practice focus areas addressed in the manuscript, and the name of the institution from which the work initiated.

If any part of the submission has been previously published or is under consideration by any other biomedical journal, details should be given in the cover letter.

Finally, authors are encouraged to suggest reviewers for the *AAOJ's* editor-in-chief and the *AAOJ's* associate editors to consider.

Title page In addition to providing the title of a submission, the title page should state the date of submission. The title page should list the full names of all authors according to the authors' preferred usage. Authors' names should include all doctoral and master degrees in the order in which they were earned. For authors without doctoral or master degrees, their highest earned academic degrees should be listed.

In addition, the full professional titles and affiliations of all of the manuscript's authors should be included on the title page.

To conform to the AOA's policy statement ["Uniform Title for Osteopathic Medical Students"](#) (Resolution 298 [A/2006]), the names of osteopathic medical students should include the OMS designation with the year of training in Roman numerals (e.g., "OMS IV" should appear after the names of fourth-year osteopathic medical students).

Any manuscript submitted by medical students, interns or residents must include at least one trainer's name in the byline. The trainer should be a clinician or basic scientist who has a thorough understanding of the research or other work associated with the manuscript.

If the editor deems a manuscript not suited to the current needs of the *AAOJ*, it may be forwarded to the *Journal of the American Osteopathic Association* with the authors' permission. Please include permission or prohibition on the title page.

The title page should include a total word count for the manuscript.

The title page should describe any financial support provided for the work on which the manuscript is based, and grant numbers should be provided.

For each author, the title page should include a financial disclosure statement and a conflict of interest statement (e.g., any non-financial affiliation with a group that may benefit from the study). In the event authors do not have any potential conflicts to disclose, a statement to that effect must be made on the title page. The following items are examples of relationships and affiliations that must be disclosed:

Financial disclosure

- Grants or funding received for the current study or related studies.
- Royalties received or patents owned on a product that was used in the study.
- Employment by an institution or other entity whose product is used in the study.
- Honoraria received from that institution.
- Stock ownership or options in that institution.
- Involvement in that institution's speakers' bureau.

Conflict of interest

- Leadership position in a group directly or indirectly related to the current study.
- Any non-financial affiliation (e.g., board member or adviser) with an institution or other entity that may benefit from the opinions or data in the current study.
- Service on a formulary committee that determines whether to select the product in a study or similar products.

For original contributions

- Abstract** The *AAOJ* requires abstracts for original contributions, case reports and articles about clinical practice. All abstracts are limited to 350 words and are subject to abridgment before publication.
- Introduction** Authors should briefly introduce the topic of their manuscript.
- Methods** For a clinical trial with at least one prospectively assigned concurrent control or comparison group, the “Methods” section must state the name of the public registry in which the trial was listed before subject recruitment began (see “Public Registration”).
- For a human or experimental animal investigation, the “Methods” section must identify the institutional review board that approved the project. It must also state the manner in which informed consent was obtained from human subjects.
- Authors must clearly describe the basic study design, list measurement instruments and other tools used for independent and dependent variables, and clearly identify any modified or novel interventions that did not comply with approved or standard use.
- In addition, authors must define the masking or blinding protocol, and any statistical methods used, providing the full name of each method at first mention.
- Results** Authors must report all outcome data and other results as they relate to the study’s objectives and to the manuscript’s “Methods” section. Where appropriate, authors should discuss the relevance and importance of their findings specific to osteopathic medicine.
- Comment** Authors should interpret the significance of the findings as they relate to other relevant literature, describe any limitations of the study and make recommendations for future research.
- Conclusion** Authors should clearly indicate the study’s major findings, outcomes and lessons learned.
- For case reports**
- Abstract** The *AAOJ* requires abstracts for original contributions, case reports and articles about clinical practice. All abstracts are limited to 350 words and are subject to abridgment before publication.
- Background** Authors should provide background on the subject matter, including a brief discussion of typical treatment methods and diagnosis or treatment challenges.
- Report of case** The report of case should include the following topics: patient history, evaluation, diagnosis, and treatment.
- Discussion** Authors should interpret the significance of the case, describe any limitations of the case, and provide recommendations for future consideration.

Conclusion Authors should clearly indicate the case report's major findings, outcomes, and lessons learned.

For all manuscripts

Acknowledgments—Authors should limit acknowledgments to people who substantially contributed to either the study or the preparation of the manuscript. Acknowledgments should list contributors' full names, highest earned academic degrees, including all doctoral and master degrees, and professional titles at academic and other institutions. Acknowledgments of osteopathic medical students should include the OMS designation after their names as indicated in the "Title Page" section.

Authors are required to obtain permission to name in print all individuals listed in the "Acknowledgments" section. Failure to submit permission to name individuals acknowledged in print may delay publication.

References References are required for all material derived from the work of others and should follow the guidelines described in the most current edition of the [AMA Manual of Style: A Guide for Authors and Editors](#). References should include direct, open-access uniform resource locators (URLs) to full-text versions of the referenced articles. A URL to an abstract in the National Library of Medicine's PubMed database does not meet this requirement.

For journal articles that are not accessible online for free, authors must send photocopies via e-mail, fax or mail once their manuscripts are accepted for publication. For additional requirements and examples of reference style, see "References."

When comparing the work of the manuscript with published studies, authors must refer to original documents rather than secondary sources.

CME Quiz All submissions should be accompanied by 4 multiple choice questions (and answers) that may be used as *The AAO Journal's* continuing medical education quiz.

Public Registration

For manuscripts on phase-three clinical trials, the trials must have been registered with at least one public registry before subject enrollment in the study. Other trials involving human subjects, including pilot studies, must meet this requirement if they have at least one prospectively assigned concurrent control or comparison group.

Authors may register their studies with any trials registry that is electronically searchable and accessible to the public for free. In addition, the registry must be nonprofit, open to all registrants, and have a mechanism to ensure the validity of the registration data.

Authors must provide the *AAOJ* with the name of the public registry used. The registry listings for research submitted to the *AAOJ* must include information on the 20 items the World Health Organization identified as the [minimum registration data set](#).

Finalizing a Manuscript

Before submitting your manuscript to the *AAOJ*, review it carefully to ensure it conforms to the [AMA Manual of Style](#), and follow the *AAOJ*'s submission checklist.

The Council of Science Editors provides a list of [manuscript services](#) on their website. Manuscript services may benefit novice authors or authors whose first language is not English.

GRAPHIC ELEMENTS

All accompanying tables and figures should be numbered, and they should be cited sequentially in the text. Tables and figures should include explanatory titles and be able to stand on their own apart from the manuscript.

Graphic elements should be inserted in the manuscript along with captions. In addition, graphic elements that were made with an additional program must be provided separately. Table headings should appear on the tables themselves. Labeled captions for figures, including illustrations, should be provided at the end of the manuscript. A full bibliographic citation should be provided in each caption for reprinted or adapted graphic elements, and proof of permission must be provided.

All patient information must be removed from or blocked out of graphic elements. Radiologic images in particular should be checked for patient information before being submitted to the *AAOJ*.

Electronic tables and figures

Tables and figures created within the user's word processing program may be included in the manuscript. Graphic elements made with an additional program must be provided separately.

For example, a chart created from data in Excel may be inserted in the manuscript, but it also should be emailed in its original form with the accompanying data.

Digital or scanned photographs

Photographs taken with digital cameras and scanned photographs should be saved at the highest resolution setting. The minimum resolution that the *AAOJ* can accept is 1024×768 pixels, and the minimum image resolution it can accept is 300 ppi (pixels per inch). Authors should not enlarge photographs of lesser pixel sizes and ppi to meet these resolution requirements.

Photographs and their captions may be inserted into the manuscript, but in addition, the original files must be emailed separately.

The placement of arrows, symbols, letters, numbers and other markers should be indicated on the photos within the manuscript, but they should not appear on the originals.

The *AAOJ* prefers images be saved in .jpeg format. However, high-resolution digital and scanned photographs in tagged image file format (.tif or .tiff) are acceptable.

The AAO's email server may not accept larger files. They may be shared via an online service such as Dropbox or Google Drive, or they may be mailed to the *AAOJ* on USB.

The *AAOJ* cannot accept photographs in graphics interchange format (.gif).

If the quality of scanned photographs is poor, authors will be asked to provide the *AAOJ* with photographs in the appropriate format and resolution.

SUPPLEMENTAL MATERIAL

For manuscripts based on survey data, copies of the original surveys and the cover letters that accompanied them must be included with the other manuscript components at the time of submission.

For randomized controlled trials, authors must submit study flow diagrams.

These supplemental materials may be published online as appendices.

PERMISSIONS

Authors are responsible for obtaining written permission from publishers and authors to adapt or reprint previously published tables, illustrations and other graphic elements. Authors must specifically obtain permission to reprint or adapt graphic elements for both the *AAOJ*'s print and online versions.

Authors also must obtain written permission from patients to use their photographic images if those patients are identifiable in the images. If a patient is younger than 18 years, authors must obtain permission from one of the patient's parents or guardians. Authors are encouraged to use the *AAOJ*'s [Patient-Model Release Form](#) for this purpose.

Authors must submit signed permissions from publishers, authors and patients once their manuscripts are accepted for publication in the *AAOJ*. Likewise, authors must submit signed permissions from anyone explicitly named in their studies, including named sources for unpublished data and individuals listed in the acknowledgments.

Authors serving in the U.S. military must obtain the armed forces' approval of the publications of their manuscripts and provide military or institutional disclaimers when submitting manuscripts.

Failure to submit appropriate permission forms may delay publication.

REPRINTS

Authors who wish to receive additional copies of the publications in which their manuscripts appear should contact the *AAOJ*'s Managing Editor, American Academy of Osteopathy, 3500 DePauw Blvd., Suite 1100, Indianapolis, IN 46268-1136 within six months after their articles are published.

No material published in the *AAOJ* may be reprinted without the written permission from the American Academy of Osteopathy.

PEER REVIEW AND PUBLICATION PROCESS

All manuscripts submitted to the *AAOJ* are first reviewed by the *AAOJ*'s editor-in-chief or associate editor. Submissions then may be reviewed by experts in fields or topics relevant to the manuscripts.

The *AAOJ* usually notifies authors of manuscript acceptance, revision requests or rejection within three months of acknowledging receipt of manuscripts. Authors are encouraged to contact the *AAOJ* if they have not received a status update within that period.

As a means of maintaining editorial and other quality standards, all accepted manuscripts are subject to copy editing and abridgment. Such editing takes place after manuscripts undergo peer review and author revision. During the copy editing process, the *AAOJ*'s staff editors revise all accepted manuscripts for clarity, organization, grammar, conformity to style (see [AMA Manual of Style: A Guide for Authors and Editors](#)), and adherence to AAO preferred terminology, nomenclature and spelling (see [Glossary of Osteopathic Terminology](#)).

Staff editors also conduct basic fact checking, including verifying referenced statements. Consequently, they may request copies of referenced materials that were not provided on submission. As noted under "Manuscript Submission," failure to provide copies of referenced material upon request may result in delayed publication.

Corresponding authors are responsible for responding to peer reviewers' comments and concerns and staff editors' queries. Failure to respond fully to peer reviewers' comments and concerns before manuscript acceptance, to address staff editors' queries or to verify statements may result in publication delay.

Accepted manuscripts are scheduled for publication based on (1) article type, (2) the timeliness of the topics the manuscript addresses, and (3) the priority assigned by the *AAOJ*'s editorial staff.

Authors who are considering submitting multiple manuscripts that convey the progression of a study or manuscripts that are part of a series of articles intended to be published at the same time are strongly encouraged to contact the *AAOJ*'s editor-in-chief in advance of submitting such articles.

Although tentative publication dates are provided to corresponding authors in advance as a courtesy, those dates are subject to change based on changes in priority made by the *AAOJ*'s editorial staff.

REFERENCES

The *AAOJ* requires references for all materials derived from the work of others and to document statistical data. Authors should cite all references in numerical order in a list following the text, rather

than alphabetizing bibliographic entries. Within the text, references should be identified with corresponding superscript numerals.

If references are used as general source material from which no specific information is taken, list them in alphabetical order following the numbered references.

When referencing a journal article, include the names of up to six authors (for more than six authors, list the first three followed by “et al”), the complete title of the article, name of the journal (use the abbreviations listed in [Index Medicus](#) or in the PubMed database), year of publication, volume number, inclusive page numbers, and, if available, direct URLs to open-access articles and access dates. If asked, authors must be able to provide photocopies of journal articles that are not accessible through URLs.

When referencing a book, include the name(s) of the author(s), chapter title (if appropriate), name(s) of the editor(s), book title, edition number, name and location of the publisher and year of publication. Provide page numbers for exact quotations. When multiple articles are used from a book—whether or not those articles have separate authors—separate reference citations are required. If a manuscript includes multiple citations from the same reference, include page numbers in the superscripted citation.

References to personal communication should be made within the text and not in the references section. Include the name, highest academic degree, form of communication (e.g., oral, written) and the date of the correspondence. For example, “In a conversation with John J. Smith, DO (September 2009)...”

Products and software should also be referenced within the text, listing the product name, the name of the company that produced it, the version (if applicable) and the company's location. For example, “InStat software suite (Version 4.00; GraphPad Software Inc., San Diego, CA)...”

All authors are responsible for the accuracy and completeness of their reference citations and must also provide photocopies of any referenced materials upon request. In the instance plagiarism is discovered, manuscripts will automatically be rejected, and authors may be barred from future submissions to the *AAOJ*.

Before submitting manuscripts to the *AAOJ*, authors must verify all references appearing in the “References” section are numbered sequentially, appear in the text in that order, and are formatted according to the examples that follow. Manuscripts that do not conform to this format will be returned to the authors for correction before they are accepted for review by the *AAOJ*.

Reference Examples

Journal

Hilsenrath PE. Osteopathic medicine in transition: postmortem of the osteopathic medical center in Texas. *J Am Osteopath Assoc*. 2006;106:558-561. <http://www.jaoa.org/cgi/content/full/106/9/558>. Accessed November 20, 2006.

If the material referenced is a case report, editorial, letter or review article, note the special department in brackets following the title.

Felber ES. Botulinum toxin in primary care medicine [review]. *J Am Osteopath Assoc*. 2006;106:609-614.

<http://www.jaoa.org/cgi/content/full/106/10/609>. Accessed November 20, 2006.

- Supplement** Aina Y, Susman JL. Understanding comorbidity with depression and anxiety disorders. *J Am Osteopath Assoc*. 2006;106(suppl 2):S9-S14. http://www.jaoa.org/cgi/content/full/106/5_suppl_2/Cov2. Accessed November 20, 2006.
- Correction** Anderson GB, Lucente T, Davis AM, Kappler, RE, Lipton JA, Leurgans S. A comparison of osteopathic spinal manipulation with standard care for patients with low back pain [published correction appears in *N Engl J Med*. 2000;342:817]. *N Engl J Med*. 1999;341:1426-1431. <http://content.nejm.org/cgi/content/abstract/341/19/1426>. Accessed November 20, 2006.
- Abstract** Bertheau LR, Shubrook JH. Diabetes management in multiple extended care facilities in the midwest [abstract]. *J Am Osteopath Assoc*. 2006;106:480-481. Abstract C07. <http://www.jaoa.org/cgi/content/full/106/8/471>. Accessed November 20, 2006.
- Book chapter** Parsons J, Marcer N. What is osteopathy? Towards a definition. In: *Osteopathy: Models for Diagnosis, Treatment and Practice*. Edinburgh, Scotland: Churchill Livingstone Elsevier; 2006:3-15.
- Osler W. On the educational value of the medical society. In: *Aequanimitas with Other Addresses to Medical Students, Nurses, and Practitioners of Medicine*. Philadelphia, Pa: P Blakiston's Son & Co; 1904. Osler W. The student life. In: *Aequanimitas with Other Addresses to Medical Students, Nurses, and Practitioners of Medicine*. Philadelphia, PA: P Blakiston's Son & Co; 1904.
- Website** The Bioterrorism Act of 2002. Food and Drug Administration website. <http://www.fda.gov/oc/bioterrorism/bioact.html>. Accessed November 20, 2006.
- Website featuring formal document with title** FDA expands use of herceptin for early stage breast cancer after primary therapy. US Food and Drug Administration website. <http://www.fda.gov/bbs/topics/NEWS/2006/NEW01511.html>. Accessed November 20, 2006.
- Website featuring document with named author(s)** Junod SW. Drugs and biologics: safety and availability [US Food and Drug Administration website]. February 2006. <http://www.fda.gov/oc/history/2006centennial/drugs-biologics.html>. Accessed November 20, 2006.
- Website featuring an electronic book** Still AT. Autobiography of AT Still [e-book]. 1897. Electronic library: early American manual therapy page. Meridian Institute: Monterey, Calif; 2004. <http://www.meridianinstitute.com/eamt/files/still3/st3cont.html>. Accessed November 20, 2006.

- Thesis** Kibuuka H. *Religiosity and Attitudes on Intimacy: Implications for the HIV/AIDS Pandemic in Central Uganda (Immune Deficiency)* [master's thesis]. Pittsburgh, PA: Duquesne University; 2005.
- Dissertation** Starkweather AR. *The Effect of Anti-Depressant Therapy on Psychological Stress and Cytokines in Lumbar Herniated Disc Patients: Implications for Quality of Life* [dissertation]. Chicago, IL: Loyola University; 2005.
- Presentation** Bartkowski DP, Bonder NT. Surgical care in the 21st century, Unified Osteopathic Convention, Orlando, Fla, 22 October 2005. *J Am Osteopath Assoc.* 2005;105:545-549. <http://www.jaoa.org/cgi/content/full/105/12/545>. Accessed November 20, 2006.

Unpublished Materials

- Presentation** Nichols K. The combined osteopathic match: Is it an idea whose time has come? Paper presented at: The Osteopathic Heritage Foundation Educational Summit; January 27, 2006; Chicago, IL.
- In Press (accepted but not yet published material)** Snider KT, Johnson JC, Snider EJ, Degenhardt BF. Increased incidence and severity of somatic dysfunction in chronic low back pain. *J Am Osteopath Assoc.* In press.

CME CREDIT

Authors of articles published in the *AAOJ* may earn AOA Category 1-B continuing medical education credit for their contributions. The amount of credit varies based on the article type, and authors must report their work directly to the American Osteopathic Association. See osteopathic.org/cme for more information.

PREVIOUS PUBLICATION AND SIMULTANEOUS SUBMISSION

The *AAOJ* accepts manuscripts for consideration with the understanding they have not been published elsewhere in print or online and are not simultaneously under consideration by any other print or electronic publication. Any duplicative materials (e.g., an abstract, material published using the same or similar data, graphic elements) should be described in the cover letter and identified as such in the submitted materials.

Because the *AAOJ*'s volunteer peer reviewers invest a considerable amount of time in the peer review process, manuscripts must be withdrawn from consideration in the *AAOJ* if they have already been published in any print or online medium or if they are currently under review by another biomedical journal.

Failure to disclose previous publication may result in authors being barred from future submissions to the *AAOJ*.