Instructions for Contributors

The American Academy of Osteopathy 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 AAOJ 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

Submissions that fall into any of the preceding categories and are written by osteopathic medical students, interns or residents fall under this article category. 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 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

The AAOJ prefers to receive submissions electronically. Authors may e-mail manuscripts and accompanying materials to the AAOJ's Scientific Editor at editoraaoj@gmail.com. Manuscripts and materials submitted via regular mail should be addressed to the AAOJ's Managing Editor, American Academy of Osteopathy, 3500 DePauw Boulevard, Suite 1080, Indianapolis, IN, 46268. When mailing submissions, authors must provide all manuscript components on a PC-compatible CD-ROM. Each CD-ROM should be clearly labeled with the submission date, document title, and the corresponding author's full name and complete contact information.

Whether submitting a manuscript by e-mail 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), 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.

**Peer Review and Publication Process**

All manuscripts submitted to the *AAOJ* are first reviewed by the *AAOJ*’s Scientific Editor and 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 house style and format, and adherence to AAO preferred terminology, nomenclature and spelling. 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 Scientific Editor and Editorial Advisory Board.

Authors who are considering submitting multiple manuscripts that convey the progression of a study, or that are part of a series of articles intended to be published at the same time, are strongly encouraged to contact the *AAOJ*’s Scientific Editor 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, with due notice, based on changes in priority made by the *AAOJ*’s Scientific Editor and Editorial Advisory Board.

**Manuscript Preparation**

**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 in 2004 as the minimal registration data set.

**Manuscript Components**

**Cover letter**

A cover letter addressed to the *AAOJ*’s Scientific Editor 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, day and evening telephone numbers and preferred fax 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.

Finally, authors are encouraged to suggest reviewers for the *AAOJ*’s Scientific Editor 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 lack thereof on the title page.

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
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**Conflict of interest**

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- 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

**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 also 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.

**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 under “Title page” section.

Authors are required to obtain permission to name in print all individuals listed in the “Acknowledgements” 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.

**Graphic Elements**

All accompanying tables and figures should be numbered, and they should be cited sequentially in the text.

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.

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**

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

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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 Boulevard, Suite 1080, Indianapolis, IN 46268 within six months after their articles are published.

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**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 proceeding the text, rather than alphabetizing bibliographic entries. Within the text, they should identify references 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 the first six authors (followed by “et al.” if there are any additional authors), 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. 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. 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. Available at:


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. Available at:


**Supplement**


**Correction**


**Abstract**

Bertheau LR, Shubbrook JH. Diabetes management in multiple extended care facilities in the midwest [abstract]. *J Am Osteopath
Book chapter


Web site

Web site featuring formal document with title

Web site featuring document with named author(s)

Web site featuring an electronic book

Thesis

Dissertation

Presentation

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, Ill.

In Press (accepted but not yet published material)

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 (1) have already been published in any print or online medium or (2) are currently under review by another biomedical journal.