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What?	Where?	How?	Check
<b>Suitability</b>	Cover Letter	Explain why your manuscript is suitable for publication in <i>IJCP</i>	
<b>Title</b>	Manuscript (title page)	Concise and informative title (Optimizing for Search Engines: <a href="http://www.blackwellpublishing.com/bauthor/seo.asp">http://www.blackwellpublishing.com/bauthor/seo.asp</a> )	
<b>Authors</b>	Manuscript (title page)	Names department(s) and institution(s) of all authors. (In online submission system, confirm that all listed authors meet ICMJE <a href="http://www.icmje.org/">http://www.icmje.org/</a> authorship criteria and that nobody who qualifies for authorship has been excluded. Credit for authorship should be based on: [1] substantial contributions to research design, or the acquisition, analysis or interpretation of data; [2] drafting the paper or revising it critically; [3] approval of the submitted and final versions. Authors should meet all three criteria.)	
<b>Corresponding author</b>	Manuscript (title page under heading 'Corresponding author')	Name, address, email address, telephone and fax numbers. (Corresponding author should take responsibility for communicating with all other authors and getting their approval for the final version to be published. During online submission corresponding authors can nominate an individual, who may or may not be an author, to assist them with administration of the publication process.)	
<b>Author Contributions</b>	Manuscript (before References under heading ' <b>Author Contributions</b> ')	Recommendation: Short description of each authors' contribution. (Examples of categories for authors' contributions: Concept/design, Data analysis/interpretation, Drafting article, Critical revision of article, Approval of article, Statistics, Funding secured by, Data collection, Other)	
<b>Access to data</b>	Online submission system	Confirm that authors had access to the study data that support the publication	
<b>Abstract</b>	Manuscript (second page)	The second page should contain an abstract of around 250 words using structured headings to identify, for example, the aims, methods, results, discussion and conclusion from your paper (Optimizing for Search Engines: <a href="http://www.blackwellpublishing.com/bauthor/seo.asp">http://www.blackwellpublishing.com/bauthor/seo.asp</a> ).	

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What?	Where?	How?	Check
<b>Research papers</b>	Manuscript (after abstract under headings ' <b>What's known?</b> ' and ' <b>What's new?</b> ') + confirm in online submission system	After your abstract please answer these questions: 'What is already known about this topic?' (2 or 3 short sentences; 70 words) and 'What does this article add?' (2 or 3 short sentences; 70 words).	
<b>Review papers</b>	Manuscript (immediately after abstract under headings ' <b>Review Criteria</b> ' and ' <b>Message for the clinic</b> ') + confirm in online submission system	After your abstract please answer these questions: 'How did you gather, select and analyze the info you considered in your review?' (2 or 3 short sentences; 70 words) and 'What is the take-home message for the clinician?' (2 or 3 short sentences; 70 words).	
<b>Review papers: non-systematic/narrative reviews</b>	Discrete <b>Methods</b> section	Explicitly describe your rationale, approach, and methods.	
<b>CONSORT, STARD, QUOROM, STROBE</b>	Online submission system (upload relevant checklist during submission)	Recommendation: Manuscripts reporting randomized trials should follow CONSORT guidelines ( <a href="http://www.consort-statement.org/">http://www.consort-statement.org/</a> ). Manuscripts reporting diagnostic accuracy studies should follow STARD guidelines ( <a href="http://www.consort-statement.org/stardstatement.htm">http://www.consort-statement.org/stardstatement.htm</a> ). Manuscripts reporting meta-analyses should follow QUOROM guidelines ( <a href="http://www.consort-statement.org/QUOROM.pdf">http://www.consort-statement.org/QUOROM.pdf</a> ). Authors preparing manuscripts reporting epidemiological studies should consider STROBE guidelines ( <a href="http://www.strobe-statement.org/">http://www.strobe-statement.org/</a> ).	
<b>Disclosures</b>	Manuscript (title page under heading 'Disclosures') + confirm in online submission system	For each author, disclose potential conflicts of interest, including all relevant financial interests (e.g. employment unless already indicated in author affiliation, significant share ownership, patent rights, consultancy, research funding) in any company or institution that might benefit from the publication (or state 'none'). Authors might consider, as a guide for financial disclosures, reporting interests where sums concerned are above USD10,000 or the equivalent of >5% of an author's gross income. Authors do not need to report the sums concerned.	

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<b>Funding and Acknowledgements</b>	Manuscript (immediately before references under heading 'Acknowledgements') + confirm in online submission system	State sources of funding for the research and its publication, or for the publication (or state 'none'), including a short description of involvement of the funder in study design, data collection, data analysis, manuscript preparation and/or publication decisions.  Acknowledge individuals who do not qualify as authors but who contributed to the study or manuscript (or state 'none'). Contributions that should be acknowledged include administrative, technical, or material forms of support like writing assistance, literature searching, data analysis, administrative support, supply of materials.  <i>(Authors should secure approval from anyone listed in acknowledgements)</i>	
<b>Clinical trials – registration</b>	Manuscript (at the end of abstract) + confirm in online submission system (if none available explain)	Recommendation: Provide clinical trial registration number and registry name at end of abstract.	
<b>Clinical trials – data posting</b>	Manuscript (at the end of abstract)	Recommendation: If trial data posted online before submission and peer reviewed publication, provide clinical trial results database number and database name at end of abstract.	
<b>Research ethics</b>	Online submission system	Confirm that your study has been approved by relevant bodies (e.g. institutional review boards, research ethics committees) and that appropriate consent was obtained for studies involving human participants	
<b>Appendix (e.g. list of participating physicians)</b>	Manuscript (immediately following references under heading 'Appendix')	Optional. Will appear in print and online. Use an appendix immediately following references to list further details related to clinical studies like participating physicians, clinical and coordinating centers (which should be presented in the most concise form possible, i.e. not tabulated).	
<b>Supplementary material (e.g. OnlineExtra slideshows).</b>	Submit online as 'Supplementary Files'	Optional. Will only appear online. Should be submitted online during manuscript submission as 'Supplementary Files'. Supplementary material is additional material to accompany your printed article online, and will appear appended to your article only online. Supplementary material, slideshows or supporting data, should draw exclusively from or support material presented in your manuscript.	

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<b>Prior Publication</b>	Online submission system	<p>You will be asked during online submission to confirm that the submitted work is not published, in press or currently being considered for publication elsewhere.</p> <p><i>(Abstracts, presentations at scientific meetings and clinical trial data posting should be indicated in Cover Letter. Publication of abstracts, presentations at scientific meetings and subsequent press coverage will not jeopardise full publication in IJCP. Posting of clinical trials results in databases [data without interpretation, discussion, context or full conclusions in the form of tables and text to describe data/information where this is not easily presented in tabular form] prior to submission to IJCP will not jeopardize full peer reviewed publication in IJCP.)</i></p>	