



Submission checklist • Updated December 2012

General	Check
Research has been approved by relevant ethics bodies (e.g., institutional review boards, research ethics committees) and appropriate consent has been received for studies involving human participants	<input type="checkbox"/>
Manuscript contains original, unpublished work that is not being considered for publication elsewhere	<input type="checkbox"/>
Manuscript meets Diabetic Medicine's aims & scope and author guidelines http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1464-5491/homepage/ForAuthors.html	<input type="checkbox"/>
The Exclusive License Agreement has been completed and will be uploaded electronically at the same time as manuscript submission http://www.blackwellpublishing.com/pdf/DME_ELA.pdf	<input type="checkbox"/>
Manuscript preparation	Check
Manuscript title is concise and informative and does not exceed 50 words Optimising titles for search engines— http://authorservices.wiley.com/bauthor/seo.asp	<input type="checkbox"/>
A running head, not exceeding 75 characters, is provided Not required for Letters, Editorials or Commentaries	<input type="checkbox"/>
Names (initials followed by surname), department, and institution of all authors are listed Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3. Nobody who qualifies for authorship may be excluded	<input type="checkbox"/>

Manuscript preparation (continued)	Check
The corresponding author is clearly denoted and his/her email address provided	<input type="checkbox"/>
Manuscript word count (excluding references), which is within the stated limitations, is indicated http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1464-5491/homepage/ForAuthors.html	<input type="checkbox"/>
Sources of funding for the research and its publication, including a short description of involvement of the funder in study design, data collection, data analysis, manuscript preparation and/or publication decisions, are described. If no funding, state "None"	<input type="checkbox"/>
All potential conflicts of interest, including all relevant financial interests (e.g., employment, significant share ownership, patent rights, consultancy, research funding) in any company or organisation that might benefit from the publication, are disclosed. If none, please state "None declared"	<input type="checkbox"/>
A structured abstract (not exceeding 250 words) is provided adopting the format: Aims, Methods, Results, Conclusions Review articles require abstracts but they need not be structured. Letters do not require abstracts Optimising abstracts for search engines— http://authorservices.wiley.com/bauthor/seo.asp	<input type="checkbox"/>
A bulleted novelty statement (not exceeding 100 words) is provided which summarises the novelty of the data presented and their impact on the field Research Articles, Short Reports and Case Reports only	<input type="checkbox"/>
SI units are used throughout the manuscript except for blood pressure (mmHg) and haemoglobin (g/l)	<input type="checkbox"/>
HbA1c measurements are reported in IFCC units (mmol/mol - no decimal point) in addition to derived NGSP units (% - one decimal). IFCC units are listed first with DCCT units in parentheses HbA1c converter: http://www.diabetes.org.uk/Guide-to-diabetes/Monitoring/Blood_glucose/Glycated_haemoglobin_HbA1c_and_fructosamine/	<input type="checkbox"/>
The terms 'Type 1' and 'Type 2 diabetes mellitus' (abbreviated to Type 1 and Type 2 DM) are used in preference to IDDM and NIDDM. 'Men' and 'women' are used in preference to 'males' and 'females'. Diabetes is referred to as a 'condition' rather than an 'illness' or 'disease'.	<input type="checkbox"/>
References appear in Vancouver format and are listed in the text as consecutive numbers in square brackets	<input type="checkbox"/>
Reporting standards for RCTs, observational studies and systematic reviews/meta-analyses are followed and relevant checklists completed CONSORT checklist for RCTs— http://www.consort-statement.org/index.aspx?o=2964 STROBE checklists for observational studies— http://www.strobe-statement.org/index.php?id=available-checklists PRISMA checklist for systematic reviews/meta-analyses— http://www.prisma-statement.org/2.1.1%20-%20PRISMA%202009%20Checklist.doc	<input type="checkbox"/>

Online submission	Check
<p>The manuscript files will be submitted electronically using Diabetic Medicine's ScholarOne Manuscripts system http://mc.manuscriptcentral.com/dme</p>	<input type="checkbox"/>
<p>The Exclusive License Agreement is completed and will be uploaded electronically at the same time as manuscript submission using file designation 'Supporting Document NOT for Publication' http://www.blackwellpublishing.com/pdf/DME_ELA.pdf</p>	<input type="checkbox"/>
<p>Checklist for relevant reporting standards are completed and will be uploaded electronically at the same time as manuscript submission using file designation 'Supporting Document NOT for Publication' CONSORT checklist for RCTs—http://www.consort-statement.org/index.aspx?o=2964 STROBE checklists for observational studies—http://www.strobe-statement.org/index.php?id=available-checklists PRISMA checklist for systematic reviews/meta-analyses—http://www.prisma-statement.org/2.1.1%20-%20PRISMA%202009%20Checklist.doc</p>	<input type="checkbox"/>
<p>The names and email addresses of two preferred reviewers for the manuscript will be supplied during the online submission process</p>	<input type="checkbox"/>
<p>Optional. Diabetic Medicine encourages the submission of underlying datasets, appendices, movie files, etc. for publication as supplementary material. Supplementary material should be uploaded using file designation "Supporting Document for Publication"</p>	
<p>Optional. Online Open is available to authors who wish to make their article available to non-subscribers on publication, or whose funding agency requires grantees to archive the final version of their article in PubMed Central. Authors wishing to make their paper open access will be required to complete the payment form https://authorservices.wiley.com/bauthor/onlineopen_order.asp</p>	