

REVISION CHECKLIST

Please upload this checklist with your revision. Failure to submit a revision checklist, or not adhering to its guidelines, will result in a delay in the review of your revision. The revision may be returned to you for correction.

Cover Letter Template

- Does your revision include the completed [Revision Cover Letter Template](#)?

Title Page

- Did you include the appropriate subtitle (illustrative case[s] or patient series)?
- Are all authors listed with their first and last names and highest academic degrees?
- Does the affiliations list include “department, institution, city, state, and country (if outside the U.S.)” of each affiliation?
- If the authors are at different institutions, is this designated with superscripted numbers, not including parentheses or brackets?
- Are the corresponding author’s name, institution, and email address provided for correspondence?
- If the abstract of your paper has been previously presented, or published, is the name, date, and place of the meeting listed on your title page under a “Previous Presentations” subheading?
- Have you *updated* the [element counts](#) (abstract word count; text word count; number of references; number of tables and/or figures; and number of videos)?
- If you added, removed, or changed the author list you and all co-authors (including the added or removed author[s]) must sign and upload a [Change of Authorship Form](#).

Abstract

- Is the abstract structured with the appropriate heading and sections (Background; Observations; and Lessons)?
- Is the word count within the [limit](#) for your manuscript type?

Text

- Have the changes been marked in the revision using the “Track Changes” feature in Microsoft Word? A [Track Changes Tutorial](#) is available for download.
- If abbreviations are used, are they defined?
- Is the word count within the [limit](#) for your manuscript type?
- Is the manuscript divided into the appropriate sections (Introduction; Illustrative Cases *or* Study Description; Discussion [with Observations; Lessons])?

References

- Have you followed the format for references outlined in the [Guidelines for References](#)?
- Are all references listed, and cited in the text, in consecutive, numerical order of appearance?
- Are all references cited within the text with superscripted numbers, not including parentheses “()” or brackets “[]”?
- If you have made changes to the reference section, have you updated the citations in the text and tables?
- Is the number of references within the [limit](#) for your manuscript type?

Figures

- Did you review the [Guidelines for Figures](#)?
- Have you included figure legends at the end of the manuscript?
- Are all figures cited in the text and numbered in the order in which they are cited?
- Has each fully-composited figure been submitted as a separate file with the figure number included in the file name? Do not submit figure parts (e.g., A/B; left/right; upper/lower) as separate files.
- Are the files in a preferred format (TIFF, JPEG, or PDF)? Other formats may not be accepted.
- Are the figures **high-resolution** images?
- Is the combined number of figures and tables within the [limit](#) for your manuscript type?

Tables

- Did you review the [Guidelines for Tables](#)?
- Are all tables cited in the text and numbered in the order in which they are cited?
- Have you defined all abbreviations used in the tables?
- Were the tables created in Microsoft Word using the Table tool?
- Are the tables grouped together in **one** file uploaded separately from the manuscript?

- Is the combined number of tables and figures within the [limit](#) for your manuscript type?

Videos

- Have you included video legends at the end of the manuscript?
- Are all videos cited in the text and numbered in the order in which they are cited?
- Has each video been submitted as a separate file in an acceptable format?
- Is the number of videos within the [limit](#) for your manuscript type?

Supplemental Data:

- Have you followed the formatting for Supplemental Data according to our [Guidelines for Supplemental Data](#)?
- Are supplemental data files correctly labeled and, if cited in the text, called out using the same label?
- Are supplemental data legends (both for figures and/or tables) included in the supplemental data files?
- If reference citations are included in the supplemental data, did you create a supplemental data reference list?
- Did you agree to pay the \$100 supplemental data processing fee within the submission site?

Forms

If applicable, the following forms should be uploaded with your submission. All forms must be submitted before we will make a final decision on your revised manuscript.

- [Change of Authorship Form](#) – for adding, removing, or changing the author order; the added/removed author(s) and **all** coauthors must sign this form

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