



## East and Central African Journal of Surgery

The College of Surgeons of East, Central and Southern Africa (COSECSA) • ECSA-HC • P.O. Box 1009 • Arusha, Tanzania ecajs@cosecsa.org

## **East and Central African Journal of Surgery**

**Submission Preparation Checklist** 

1.	The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor)
2.	Manuscript is in Microsoft Word format (double-spaced, Arial font, size 12)
3.	Cover letter includes all required components, according to <i>ECAJS</i> guidelines (including 3 suggested reviewers and their email addresses)
4.	<ul> <li>Authors who have a conflict of interest or have received financial support should disclose this support on the cover letter, as well as on an <a href="ICMJE Form for Disclosure of Potential Conflicts of Interest">ICMJE Form for Disclosure of Potential Conflicts of Interest</a> (which has been completed by every author). If no potential conflicts of interest exist, please state that "All authors declare no conflicts of interest," on the cover letter</li> <li>Completed <a href="Author Statement Form(s">Author Statement Form(s)</a> is/are included with the submission</li> </ul>
5.	English grammar, spelling, punctuation, and usage is of a sufficient standard to allow peer reviewers to perform their duties without worrying about misinterpreting the text or being distracted by constant grammatical errors or unconventional modes of expression; authors may need to consider the assistance of a native English speaker or a professional language editor
6.	Submission includes the following components, with each beginning on a separate page (or each component uploaded as a separate file): (1) cover letter; (2) title page; (3) abstract and keywords; (4) main text (without author list, tables, figures, acknowledgements); (5) acknowledgments (if any); (6) references (Vancouver style); (7) tables (all tables, including table numbers/titles + legends/captions, in 1 file); (8) list of table numbers/titles + legends/captions (1 file); (9) figures (each submitted as a separate file with number/title + legends/caption and not embedded in the manuscript); (10) list of figure numbers/titles, legends/captions (1 file); (11) Supplementary files (if any)
7.	Title page includes: (1) the full title of the paper—short, clear, and specific; (2) running title of up to 55 characters (including spaces); (3) the full name of each author with academic degrees, institutional affiliations, and email addresses; (4) indication of the corresponding author (to whom communications should go regarding the manuscript and reprint requests), with his or her full mailing address and phone number (including area and country codes); (5) word counts for abstract and main text
8.	Images, graphs, figures, and tables meet the minimum requirements summarized in the <i>ECAJS</i> submission guidelines
9.	Abstract word count and structure follow ECAJS guidelines based on manuscript type
10.	At least 3 but not more than 10 keywords are provided





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12. Pages are numbered consecutively, in the upper-right corner of each page, beginning with the Abstract page as page 1
13. Manuscript headings and subheadings meet <i>ECAJS</i> requirements, according to manuscript type
14. Abbreviated terms are spelled out at first use and followed with the abbreviation in parentheses; authors have avoided overuse of contrived abbreviations
<ul> <li>15. Ethical considerations: If applicable, institutional review board (IRB) approval (for any studies involving human or animal subjects) is stated in the text; authors should be prepared to provide an ethical approval certificate or IRB approval reference number upon request of the <i>ECAJS</i> editors</li> <li>For case reports or case series – patient consent form has been included with submission if report includes information that can identify patient(s)</li> <li>For all research involving human subjects – details of consent or waiver are provided</li> </ul>
16. If applicable, in the Acknowledgements section, authors have specified funding or support of any work discussed, by a grant or otherwise, as well as any meeting at which the paper was presented (including place and date)
17. Text and references adhere to the stylistic and bibliographic recommendations outlined in the "Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations)" published by the International Committee of Medical Journal Editors (Refer to N Engl J Med. 1997 Jan 23;336(4):309-15 and the ICMJE website); see ECAJS Reference Format Guide for examples
18. Where available, URLs (of non-peer-reviewed Internet sources) and digital object identifiers (DOIs) have been provided for applicable <u>references</u>
<ul> <li>19. Depending on article type, appropriate international standards and checklists have been followed, if applicable:         <ul> <li>STROBE guidelines for observational studies (cohort, case-control, or cross-sectional designs)</li> <li>PRISMA guidelines for systematic reviews and meta-analyses</li> <li>CONSORT guidelines and appropriate registration for clinical trials</li> </ul> </li> </ul>
20. For <b>revisions</b> , submission includes, in a separate file, point-by-point responses to each reviewer and editor comment