

The AAO Journal Submission Checklist – Revised September 2025

As of January 1, 2019, a copy of this completed checklist should be included with each manuscript submission as File Type: **Title Page**.

Manuscript title:			
Cor	rresponding author:		
Mai	nuscript Category (select one):		
	□ Original research □ Special communication □ Case report □ Letter to the editor □ Clinical practice □ Book review		
The	e following items have been included in the submission:		
Ma	nuscript Components		
- -	Four multiple-choice questions for the continuing medical education quiz and brief discussions of the correct		
	answers Not required as of 6/30/2023		
	Cover Letter addressed to the AAOJ Editor in Chief (upload file type: Cover Letter)		
	Title page including author names, affiliations, and wordcount (upload file type: Title Page)		
	On the Title Page, review the author contributions to make sure that all authors meet all 4 criteria as delineated		
in ICJME recommendations below. If proposed authors do not fit all of the following criteria, the			
	moved to Acknowledgments.		
	1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or		
	interpretation of data for the work;2. Drafting the work or revising it critically for important intellectual content;		
	 Final approval of the version to be published; 		
	4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.		
	On the Title Page, include the AI Policy acknowledgement.		
On the Title Page, include the Public Registration information if applicable.			
	Acknowledgments (upload file type: <i>Title Page</i>). For authors who don't meet the ICJME 4 criteria, upload their Acknowledgments form. For the purposes of peer review, names and institutions in Acknowledgments in the		
	manuscript should be redacted or removed from the manuscript document and uploaded as a separate file type: <i>Title</i>		
	Page.		
	Anonymized manuscript (upload file type: Manuscript) with numbered references as a references list, not endnotes		
	or footnotes. The Reference list should be formatted according to the current edition of AMA Manual of Style (see		
	Manuscript Preparation).		
	Tables and figures cited sequentially in the text (e.g. <i>Table 1</i> , <i>Table 2</i> and <i>Figure 1</i> , <i>Figure 2</i>).		
	Supplementary Material).		
Gra	aphic Elements		
	Graphics as original files (e.g. jpg, tiff, pdf, Excel)		
	ach graphic element cited in numerical order (e.g. <i>Table 1</i> , <i>Table 2</i> and <i>Figure 1</i> , <i>Figure 2</i>) with corresponding		
	numerical captions provided in the manuscript.		
	For reprinted or adapted tables, figures, and illustrations, a full citation given with appropriate attribution.		



Required Legal Documentation

Name (printed)

_	oad file type: <i>Title Page</i> Any documentation with the author(s)' or must be re-uploaded as <i>Title Page</i> .	patients' names will not pass the technical check	
	For Case Reports featuring a patient: a signed and dated case patient release form. For reprinted or adapted tables, figures, or illustrations not in the public domain: copyright holders' permission to reprint in the AAO Journal online and photocopies of the original context. For photographs in which patients or photographic models are featured: signed and dated patient-model release forms. For named sources of unpublished data and individuals listed in the "Acknowledgments" section, written permission to publish their names in the AAOJ.		
Fin	ancial Disclosure and Conflict of Interest All financial and nonfinancial relationships related to the submissio disclosures should be included in the manuscript's title page. See th Preparation" for examples of relationships and affiliations that must Authors who have no financial or other relationships to disclos Jones has no conflict of interest or financial disclosure relevant	"Title Page" section of "AAOJ Manuscript to be disclosed. The must indicate so on the Title Page (e.g., "Dr.").	
Rel	lease		
	views expressed in the manuscript are those of the author(s). Publicatorsement by the editors of the AAOJ or by the American Academy o	· · · · · · · · · · · · · · · · · · ·	
•	submitting this manuscript to <i>The AAO Journal</i> , I confirm that the ner journal, nor will it be submitted to any other journal until the edit	÷	
	nderstand that once a manuscript is accepted for publication, copyrig or grant, at its discretion, permission to reprint or reproduce articles.	tht will transfer to <i>The AAO Journal</i> . The AAO	
Cor	responding author		
Sigr	nature	Date	