ACFS | **ARCHIVES OF CRANIOFACIAL SURGERY**

Submission Checklist

Before sending your manuscript to the editorial committee, please ensure that you have checked the following criteria:

A. Confirmation by authors

Items	Check points	Check
Originality	Confirm that neither the manuscript submitted nor any part of it has been published or is being considered for publication elsewhere	☐
Research ethics	Confirm that your study complies with the ethical guidelines for research and publication described in Good Publication Practice Guidelines for Medical Journals and Guidelines on Good Publication	☐
Disclosure	Disclose any commercial associations with specific products or financial support from any company	☐
Funding	Acknowledge any research funds, sponsorships, or grants	☐
Thesis	State that your article is a thesis for a degree such a Master's or PhD degree, if applicable	☐
Presentation	If your article was presented in a national or international meeting, describe this	☐
English proofreading	State whether your article was revised or edited by a professional English proofreader	☐

B. Structure of article

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Sequence	Title page, abstract and keywords, main text, conflict of interest, acknowledgements, references, table legends and figure legends	☐
File format	MS word 2007 or later version in English	☐
	Times New Roman in shape of characters	☐
	10-point font with double line spacing on A4 sized paper with 2.5 cm margins	☐
Title page	A manuscript title, running title, and each author's full name and affiliation should be provided	☐
	A running title is not exceeding 40 characters in length	☐
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	Any financial disclosures or support, thesis, and presentation history should be included	☐
Manuscript	Not exceed 5,000 words in length for review article	☐
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	Not exceed 2,000 words in length for editorial	☐
	Not exceed 1,500 words in length for case report/idea and innovation	☐
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	Not exceed 800 words in length for letter/discussion	☐
Abstract	Not exceed 300 words (in length) in structured abstract with background, methods, results, and conclusion for original article	☐
	Not exceed 300 words (in length) in one paragraph unstructured abstract review article	☐
	Not exceed 200 words (in length) in one paragraph unstructured abstract for case report/idea and innovation	☐
	No abstract for image	☐
	Key words (3-10) should be selected from heading words in Medical Subject Headings (MeSH)	☐
Main text	Include introduction, methods, results, and discussion, not include conclusion for original article	☐
	Include introduction, case report or idea, and discussion for case report/ idea and innovation	☐
	All table and figure numbers appear in the text	☐
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References	No more than 100 references are cited in review article	☐
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	No more than 20 references are cited in case report/idea and innovation	☐
	No more than 5 references are cited in letter/discussion	☐
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	Above 600 dpi for photos/color images and 1,200 dpi for line art in resolution	☐
	Figure legend should have detailed explanation	☐
	Each subfigure denoted by the letters, A, B, C (ex: Fig. 1A, Fig. 1B, Fig. 1C)	☐
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