

***The Bone & Joint Journal (BJJ)***  
**Preparing a manuscript for submission**  
**Checklist**

**Abstract**

- Structured use concise prose (Aims, Patients (Materials) and Methods, Results, Conclusion)
- Take home message – up to three bullet points summing up the clinical relevance of the paper, i.e. where it fits into the literature
- No level of evidence
- Clear hypothesis/question asked
- The design and the results briefly described

**Introduction**

- Background given
- The question being asked/hypothesis tested included
- Study design stated

**Patients and Methods**

- How many patients and why clearly stated
- Was a power study carried out? If so, include the details
- How were the patients chosen? Inclusion/exclusion criteria clearly stated
- Were they randomised? How?
- Demographics included
- What tests were carried out? State measurements/units used
- What outcome scores were used? Were they validated?
- State who recorded results, were they blinded?
- How were the controls chosen?
- Explicitly state the number of patients, cases, joints involved etc
- Information regarding bilateral cases included
- Where percentages are quoted, ensure that the absolute numbers have been given
- Details of patients lost to follow-up included, details given
- What period of time does the study cover? Why?
- Include life table/survival analysis included where appropriate
- State ethical approval/informed consent received if needed

**Statistical analysis**

- State the tests used and include references
- Exact p values included for all statistical values, and the test stated
- State the level of significance

**Results**

- State absolute number where percentages are quoted
- Means and ranges, or medians and interquartile ranges (upper and lower quartiles) stated
- Presented clearly and in a logical order
- Numbers/outcomes/tests/follow-up all match text and tables/figures
- Units given for any results

## Discussion

- It is appropriate to the question?
- State if / how strongly your results support your conclusion? How strongly?
- State how your results fit into the current knowledge
- Will your results change clinical practice? If so, state how

## References

- Are they from studies within the last 10 years?
- Are they inclusive?
- Reduce bias wherever possible
- Reduce the number cited to only those that are fully relevant
- Do not include personal communications as references

## Tables

- Do not repeat results presented in the text, only new or additional information
- Ensure the legends comprehensive and clearly state what the table shows

## Figures

- Only provide a maximum of ten (counting a, b, c separately)
- Ensure legends are comprehensive and clearly state what the figure shows. State what any additional notes or lettering represent
- Ensure that all axis labels have been applied to all charts or graphs
- Stains given if presenting histology
- Magnification given if presenting histology
- Submitted individually. Please split composite images into their separate components
- Please ensure that any radiographs, photographs or histology are submitted as high quality (minimum 300 dpi (pixels/inch) resolution) originals (as a tiff/JPEG). Where possible, radiographs should be supplied unmarked except where explanation is necessary, i.e. without extraneous additions such as dates
- Graphs should be presented in an editable format (i.e. EPS, excel or powerpoint) on a plain background, without gridlines (the background for flow charts should also be plain). Where editable versions cannot be provided, please ensure arial, or similar, font (8 point) has been used, where possible.
- Graphs with a single line should be provided in black and white, however colour can be used if this is more appropriate.
- If confidence intervals have been included in the paper, please could these be added to graphs.

## General

- Ensure it is no longer than 4,000 words
- Ensure that all abbreviations have been spelt out at first use
- The manuscript has been blinded and any institutional or author names removed
- A letter of transmittal has been signed by all authors