

## Checklist

August 2013

*Southwest Journal of Pulmonary & Critical Care publishes* correspondence, radiographic images, pathology images, case reports, reviews, and original articles relevant to the current practice of pulmonary, critical care and sleep medicine. Authors must submit all manuscripts electronically to [rickrobbins@cox.net](mailto:rickrobbins@cox.net) (preferred), [SWJPCC@cox.net](mailto:SWJPCC@cox.net), or via the [SWJPCC website](#). To submit a manuscript, please prepare it according to the guidelines for manuscript preparation below:

### General

- Word count appropriate to the section (see below)
- All patient data removed from text and figures (HIPAA compliant)

### Title Page

- Title
- Author names and degrees (check with coauthors to ensure that spelling is correct)
- Institutions and e-mail addresses of all authors (check with coauthors to ensure information is correct)
- Corresponding author identified
- Conflict of interests declared for all authors

### Abstract

- Word count at or below limit (see below)
- For Original Research (only) structured with “Background, Methods, Results, and Conclusions”
- For randomized controlled trials (RCTs), study must be registered and registry name and number provided as last final paragraph in the Abstract
- IRB committee name and project approval number provided in Methods section (needed for all study centers; if a large multi-center study can be provided as online only material)

### Acknowledgments

- Role of authors (needed for Original Research only; at least one author must be named who states that they had full access to the data and will vouch for the integrity of the data analysis)
- Funding sources
- Consent from patient if possibility that identity can be determined (e.g., figure)
- Identify any editorial assistance provided

### Figures and Tables

- Each figure or table in text or provided in a separate file

- Acceptable file formats used .jpg (preferred), .tiff, and .ppt)
- Be sure that a caption is provided with each figure and table
- Remove any information that can identify a patient

### Supporting Documents

- Permissions obtained and provided for any copyrighted material used.
- Patient consent forms provided if there is a possibility that an individual can be identified.
- Permissions obtained for use of copyrighted questionnaires.
- Provide copies of manuscripts/papers that may overlap with current submission for evaluation.

### Word Count and Reference Limits

Table 1. Current unsolicited sections of *Southwest Journal of Pulmonary & Critical Care* and maximum length requirements. (As of August 2013)

Section	Abstract (words)	Text (words)*	References (No.)
Original Research	250	2500	50
Special Feature Review	250	4000	75
Case Reports (one case/patient)	150	750	5
Case Series/Reports (multiple cases/patients)	150	1600	20
Imaging & Pathology for Clinicians**	n/a	1600	20
Medical Image of the Week	n/a	400	3
Case of the Month	n/a	2500	10
Correspondence	n/a	400	5

\*Does not include title, abstract, or references. Refers to the body of the text.

\*\*An approximate breakdown of the clinical, radiology, and pathology findings and discussion should be approximately 500 words. Whenever appropriate, plain chest radiographs should be included.

Still have questions? E-mail [rickrobbins@cox.net](mailto:rickrobbins@cox.net) (preferred), [SWJPCC@cox.net](mailto:SWJPCC@cox.net) or contact the editor via the [SWJPCC website](#).