|  |
| --- |
| **General Instructions:**1. Total manuscript limit is 5000 words, including Abstract and References.
2. Sentences cannot start with a number, unless the number is spelled out.
3. The manuscript sections should include Title, Authors, Abstract, Introduction, Policy Discussion (to include the main text with subheadings), Conclusions, and References.
4. A maximum of 3 Figures and / or Tables can be included within the manuscript per authors’ placement preference.
5. Figures / Tables should be included within the body of the manuscript (multiple images can be included into a single figure.
6. Figure legend should be not included in the Figure and should be separate word text below it.
7. Table title or legend should be not included in the Table and should be separate word text above it.
8. Use Times New Roman font size 12, Double-spaced lines, Use Continuous line numbering,
9. Use brackets for figure and table numbers in bold, e.g. **[Table 1, Figure 1]**, both at the end of each sentence before the period.
10. *et al.* within the text should be italicized.
 |
| **Figure Instructions:**1. Figures should be embedded directly into the manuscript.
2. Multiple images can be included into a single figure by pasting them into a Word document and saving as a JPEG file. Alternatively, applications such as Canva.com, PicCollage.com, and PhotoCollage.com can be used to create multi-image figures, for example, this is a single figure with two images:
3. The figure’s legend should be text written outside and below the figure it is referencing.
 |

**TITLE**

**ABSTRACT**

1. The Abstract should not exceed 300 words and must be written as one unstructured paragraph.

**INTRODUCTION**

1. This section should briefly lay out the policy topic / guideline to be reviewed and why.

**POLICY DISCUSSION**

1. This section consists of the main text, with subheadings to be created per author preference.
2. Lay out the different aspects of the topic being reviewed with subheadings in a practical and easily understandable order.
3. Provide references from the literature whenever possible.

**CONCLUSION**

1. Limit this section to one paragraph.
2. No reference number should be cited in this section.

**DECLARATION OF CONFLICT OF INTEREST**

1. All submissions must be accompanied by a declaration of conflict of interest. If an author has a potential conflict of interest, please declare it here and be specific to the author with the conflict.
2. If no author(s) have a conflict, state: “The authors do NOT have any potential conflicts of interest related to the content presented in this manuscript.”

**DECLARATION OF FUNDING**

1. All forms of financial support, including grants or pharmaceutical company support, should be mentioned here.
2. If no author(s) received any financial support, state: “The authors received NO financial support for the preparation, research, authorship, and publication of this manuscript.”

**DECLARATION OF ETHICAL APPROVAL**

1. Please state: “Institutional Review Board approval was not required for the production of this manuscript.”

**DECLARATION OF INFORMED CONSENT**

1. Please state: “There is no information (names, initials, hospital identification numbers, or photographs / images) in the submitted manuscript that can be used to identify any patients.

**ACKNOWLEDGEMENT**

1. All persons who have made substantial contributions, but have not met the criteria for authorship, should be acknowledged here. Examples include somebody who provided technical help, writing or administrative assistance, or the head of the department that provided general support.

**REFERENCES**

1. There are no reference limits.
2. The reference style must be AMA style. Reference numbers must be superscript Arabic numerals. Use superscript numerals outside periods and commas, and inside colons and semicolons without space. References must be in numerical order in the text. Examples:
	1. \_The two largest studies to date included 35 patients2 and 40 patients.3
	2. \_The derived data were as follows3,4:
	3. \_As reported previously,1,3-8,19