

Journal of Trauma and Acute Care Surgery

SUBMISSION INSTRUCTIONS FOR MILITARY SUPPLEMENT 2024 MANUSCRIPTS

DEADLINE: FEBRUARY 1, 2024

All Military Supplement 2024 manuscripts may be submitted to the *Journal of Trauma and Acute Care Surgery* **starting January 1, 2024**, via the Journal's editorial manager portal. The firm deadline for submission is **FEBRUARY 1, 2024**.

FIRST-TIME USERS

Please click the **Register** button at <http://www.editorialmanager.com/jt/>. Upon successful registration, you will receive an email containing your username and password.

GETTING STARTED

Please click the **Login** button at <http://www.editorialmanager.com/jt/> and log in to the system as an author. Submit your manuscript according to the following screen prompts:

1. Select Article Type. For a full list of article types, please see our [Instructions for Authors](#).
2. After attaching your files, you'll be asked the following in the general information section:
 - a. Region of Origin
 - b. **Section/Category—Designate your submission as a 2024 Military Supplement paper (see image for reference below)**
 - c. Classifications (your submission's area of interest and specialization)

Once the manuscript is submitted, you will be able to track its progress through the peer review process.

The screenshot shows the editorial manager portal for the Journal of Trauma and Acute Care Surgery. The navigation bar includes 'Home', 'Main Menu', 'Submit a Manuscript', 'About', and 'Help'. A progress bar indicates the current step is 'General Information'. The 'Section/Category' dropdown menu is open, showing a list of options. The option '2024 Military Supplement' is highlighted with a green circle. Other options include 'None', 'Independent Submission', '2023 AAST Podium', '2023 AAST Poster', '2023 AAST QuickShot', '2023 EAST Podium Paper', '2024 EAST Quick Shot', '2024 WTA Podium', '2024 WTA QuickShot', '2023 PTS', 'CWIS 2023', 'TAC 2023', '2023 WTA Podium', '2023 WTA Poster', '2023 EAST Podium Paper', '2023 EAST Quick Shot', and '2023 EAST Surgical Video'. A 'Next' button is visible at the bottom right of the dropdown menu.

SUBMISSION FEE AND WAIVER INFORMATION

A non-refundable submission fee of \$75 per manuscript will be due at time of submission. Authors may request a waiver if the corresponding author is a member of any of the following societies, or submitting to the following supplements:

- ✓ The American Association for the Surgery of Trauma (AAST)
- ✓ The Eastern Association for the Surgery of Trauma (EAST)
- ✓ The Western Trauma Association (WTA)
- ✓ The Pediatric Trauma Society (PTS)

- ✓ The Trauma Association of Canada (TAC)
- ✓ The Chest Wall Injury Society (CWIS)
- ✓ The Australian and New Zealand Association for Surgery of Trauma (ANZAST)
- ✓ Military Supplement

The fee will also not apply to authors from Research4Life/Hinari countries.

MANUSCRIPT CHECKLIST

Complete author instructions are available [here](#). Please ensure that your manuscript contains the following elements on submission:

- ✓ **JTACS is a double-anonymous peer-reviewed journal.** You must remove all personal and institutional identifiers from the manuscript. Identifying information must not be in the file name or in any parts of the manuscript file. The Manuscript File must be separate from the Cover Letter or the Title Page.
- ✓ **Disclosure of Conflicts of Interest: The submitting/corresponding author must collect from their co-authors individual Conflict of Interest (COI) forms and upload them during the manuscript submission process as Conflict of Interest Disclosure forms. A link to download the form can be found [here](#).** For those authors unsure whether they have financial conflicts to disclose, The Journal encourages them to consult the CMS Open Payments Program Database at <https://openpaymentsdata.cms.gov/forms>. Any amount received above \$10 USD dollars should be disclosed.
 - The peer review process will not start until each author completes the JTACS COI form, which must be uploaded with the manuscript files. If the article is accepted for publication, all JTACS COI forms will be published as supplemental digital content information with the article.
- ✓ **Cover letter.** Include the paper's full title, assurance that the submission has not been previously published, and corresponding author's contact information.
- ✓ **Title page** with paper's full title, contact information for all authors, and a conflict-of-interest statement detailing all sources of support. If no conflicts are declared, this must also be stated.
- ✓ **Structured abstract.** Include the following subheadings: Background, Methods, Results, Conclusions, and Level of Evidence (for more information, see below). Limited to 300 words with 3–5 key words.
- ✓ **The specific [EQUATOR Guidelines](#)** are also required. A statement regarding the use of the specific guideline must be part of Methods and the specific checklist/guidelines must be uploaded as digital supplemental content (SCD).
- ✓ **Manuscript text** should be separated into four main headings: Background, Methods, Results, and Discussion. Limit Brief Reports to 2,000 words, Original Articles and Systematic Reviews to 4,000 words, and Reviews to 5,000 words. To review figure/table and reference limits for all article types, see the "Manuscript Types and Content Limits" table in our [Instructions for Authors](#).
- ✓ **Authorship statement.** Each author must have contributed significantly to, and be willing to take public responsibility for, one or more aspects of the study: its design, data acquisition, and analysis and interpretation of data. Place authorship statement on the title page.
- ✓ **References** should include the first 6 authors of a study followed by "et al."
- ✓ **Visual Abstract.** A Visual Abstract will be required for any original research manuscript at the time a revision is requested by the editors at JTACS. Upon notification of a revision decision, JTACS will provide details and instructions for submitting the Visual Abstract to Editorial Manager and the JTACS Visual Abstract Template that must be used.
- ✓ **Social media summary and handles.** A brief summary of your work (maximum 280-characters including hashtags), as well as Twitter handles of authors, and hashtags for their institutions or affiliations, will be collected when submitting the revised manuscript. If your paper is accepted, this summary may be used to promote your article and increase the visibility of your research via promotional and social media.

REPORTING STANDARDS

The *Journal of Trauma* asks that prospective authors follow international reporting standards when

documenting study methods. To find guidelines for a particular study design, please see the [EQUATOR Network's library](#). Please note the following study-specific requirements:

► **Clinical Trials.** All trials must be registered prospectively in a publicly accessible registry to be considered for publication. Authors must state the registry and accession details in the first paragraph of the Methods section of the manuscript.

Authors of trials must adhere to the CONSORT reporting guidelines appropriate to their trial design. Please check the [CONSORT statement website](#) for information on the appropriate guidelines for specific trial types. Manuscripts reporting trials must include a [CONSORT flow diagram](#) as a figure.

► **Systematic Reviews and Meta-Analyses.** Reports of systematic reviews and meta-analyses should use the [PRISMA statement](#) as a guide, and include a completed [PRISMA checklist and flow diagram](#) to accompany the main text.

The *Journal* supports the prospective registration of systematic reviews. Authors whose systematic review was prospectively registered (e.g., in a registry such as [PROSPERO](#)) should also provide the registry number in their abstract.

► **Animal Research.** Studies incorporating animal research must conform to [ARRIVE \(Animal Research: Reporting of In Vivo Experiments\) guidelines](#). Authors are encouraged to use ARRIVE's [experimental design resources](#) to improve the design and reporting of research using animals. Editors may request a completed [ARRIVE checklist](#) at revision.

► **Diagnostic Studies.** Reports of studies of diagnostic accuracy should conform to the [STARD requirements](#).

► **Observational Studies.** For reports of observational studies (cohort, case-control, or cross-sectional designs), please consult the [STROBE statement](#).

► **Quality Improvement Studies.** Quality improvement reports should follow guidelines described in the [SQUIRE statement](#). Authors are encouraged to consult the [SQUIRE checklist](#) before drafting manuscripts.

LEVELS OF EVIDENCE

The *Journal of Trauma's* editors have created a levels-of-evidence framework specific to surgical studies, which was published in June 2012 ([J Trauma Acute Care Surg. 72\(6\):1484-1490](#)). Levels may be re-graded by the *Journal's* statistical editor prior to publication.

Please note that a level-of-evidence grade is only required for clinically oriented studies; work involving cadavers or animals, basic-science studies, in vitro work, and review articles are excluded. If you have any questions about determining levels, please contact Bishoy Zakhary, MPH, at zakharybishoy@gmail.com.

QUESTIONS?

For questions concerning manuscript formatting, the review status of first submissions, the copyright transfer/disclosure process, editorial transfer/disclosure process, editorial requirements, review status of revisions, appeals, embargo policies or production, please contact Michelle Gaffney at info@jtrauma.org