

The **Journal of the ASEAN Federation of Endocrine Societies (JAFES)** is an open-access, peer-reviewed, English language, medical and health science journal that is published three times a year by the ASEAN Federation of Endocrine Societies (AFES). **Authors may include members and non-members of the AFES.**

Manuscripts, correspondences and other editorial matters should be sent via electronic mail to JAFES@asia.com or JAFES.editor@gmail.com.

Manuscripts are received with the understanding that the submitted manuscript represents original, exclusive and unpublished material, that it is not under simultaneous consideration for publication elsewhere, and that it will not be submitted for publication in another journal, until a decision is conveyed regarding its acceptability for publication in the JAFES. Furthermore, the submitted manuscript and supplemental materials do not infringe any copyright, violate any other intellectual property, data privacy rights of any person or entity, and have written permissions from copyright or intellectual property right owners for all copyrighted/patented works that are included in the manuscript; the study on which the manuscript is based had conformed to ethical standards and/or had been reviewed by the appropriate ethics committee; that no references or citations have been made to predatory/suspected predatory journals; and that the article had written/informed consent for publication from involved subjects.

ARTICLE TYPES

JAFES welcomes manuscripts on all aspects of endocrinology and metabolism in the form of original articles, review articles, case reports, feature articles (clinical practice guidelines, clinical case seminars, book reviews, et cetera), editorials, letters to the Editor, brief communications, images in endocrinology and special announcements. See Inset Box for descriptions and specific requirements per article type.

COVER LETTER

A cover letter must accompany each manuscript which should cite the title of the manuscript, the list of authors (complete names and affiliations and their specific role/s in writing the manuscript), with one (1) author clearly designated as correspondent, providing his/her complete postal/ mailing address, telephone number, e-mail and fax number. The **JAFES cover letter template** must be used.

All authors are required to obtain an ORCID iD. To register, kindly follow this link: <https://orcid.org/register>.

AUTHOR FORM

For submissions to the JAFES to be accepted, all authors must read and accomplish the **JAFES Author Forms** consisting of: (1) the Authorship Certification, (2) the Author Declarations, (3) the Author Contribution Disclosure, (4) the Author Publishing Agreement and (5) the Conversion to Visual Abstract (optional for original articles only) to improve dissemination to practitioners and lay readers. The completely accomplished JAFES Author Forms shall be scanned and submitted along with the manuscript. No manuscript shall be received without the completely accomplished JAFES Author Forms.

ADHERENCE TO EQUATOR NETWORK GUIDELINES

To improve and standardize reporting of findings depending on the study type, authors should ensure compliance with and submit the appropriate accomplished EQUATOR (Enhancing the QUALity and Transparency of Research) Network Guidelines. These guidelines are freely available at: <http://equator-network.org>.

1. CONSORT (2010) Checklist for Reporting Clinical Trials
2. CARE (2013) Checklist for Reporting Case Reports
3. COREQ (2007) Checklist for Reporting Qualitative Research
4. PRISMA (2009) Checklist for Reporting Systematic Reviews and Meta-Analyses
5. STROBE (2007) Checklist for Reporting Observational Studies
6. STARD (2015) Checklist for Reporting Diagnostic Accuracy Studies
7. CHEERS (2013) Checklist for Reporting Economic Evaluation of Health Interventions
8. SQUIRE (2015) Checklist for Quality Improvement Reporting in Healthcare
9. ARRIVE (2013) Guidelines for Reporting Animal Research

ICMJE FORM FOR DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

In order to ensure scientific objectivity and independence, the JAFES requires all authors to make a full disclosure of areas of potential conflict of interest. Such disclosure will indicate whether the person and/or his/her immediate family has any financial relationship with pharmaceutical companies, medical equipment manufacturers, biomedical device manufacturers, or any companies with significant involvement in the field of health care.

Examples of disclosures include but not limited to ownership, employment, research support (including provision of equipment or materials), involvement as speaker, consultant, or any other financial relationship or arrangement with manufacturers, companies or suppliers. With respect to any relationships identified, author(s) must provide sufficiently detailed information to permit assessment of the significance of the potential conflict of interest (for example, the amount of money involved and/or the identification of any value of goods and services).

The form is also downloadable at <http://www.icmje.org/conflicts-of-interest/>.

ETHICS REVIEW APPROVAL

For Original Articles, authors are required to submit a scanned soft copy of the Ethics Review Approval of their research. For manuscripts reporting data from studies involving animals, authors are required to submit a scanned copy of the Institutional Animal Care and Use Committee approval.

INFORMED CONSENT

For Case Reports, Images in Endocrinology and Clinical Case Seminars, authors are required to submit scanned soft copy of signed informed consent for publication from the involved subject/s ("Patient Consent Form"). In case the involved subject/s can no longer be contacted (i.e., retrospective studies, no contact information, et cetera) to obtain consent, the author must seek ethical clearance from the institutional board to publish the information about the subject/s.

DATA SHARING AND AVAILABILITY

For purposes of transparency and scientific integrity, JAFES requires that authors provide a statement on the availability of data described in the manuscript submission. Depending on the circumstances, one of the following data availability and sharing statements may be selected:

- Datasets generated and analyzed are included in the published article.
- No datasets were generated or analyzed for this study.
- Datasets for the study are publicly available in the data repositories* listed in References.**
- Datasets are not publicly available because participants in the study did not give written consent for their data to be shared.
- Datasets analyzed in the study are under license and not publicly available for sharing.

If the above statements are not appropriate, the authors are asked to contact the JAFES Editorial Coordinator at jafes.editor@gmail.com.

Repositories for deposit of datasets may include institutional repositories or third-party repositories such as but not limited to:

- Figshare [<https://figshare.com/>]
- Dryad [<https://datadryad.org/>]
- Zenodo [<https://zenodo.org/>]
- Open Science Framework [<https://osf.io/>]
- Dataverse [<https://dataverse.harvard.edu/>]

Note: Deposited datasets should bear a persistent identifier (e.g., Digital Object Identifier or DOI; or accession number) and publicly available through a license (at least CC-BY 4.0).

ARTIFICIAL INTELLIGENCE (AI)-GENERATED CONTENT

Authors are required to disclose their use of generative artificial intelligence (AI) and AI-assisted technologies for all submissions to JAFES. This shall be described in the cover letter AND the submitted work in the appropriate section as to how it was used.

Authors are expected to exercise due diligence in reviewing, editing, and finalizing the output arising from use of such technologies, to include ensuring that there is appropriate attribution of all quoted material, including full citations.

Use of AI for data collection, analysis, or figure generation

The use of AI/AI-assisted technologies for data collection, analysis, or figure generation shall be described in sufficient detail as part of the Methodology.

Use of AI for manuscript preparation

A statement reflecting the use of AI/AI-assisted technologies shall be included as part of the Acknowledgments.

Example statement:

Acknowledgments

The author(s) used [NAME OF TOOL/SERVICE] to [OBJECTIVE OF USING AI/AI-ASSISTED TECHNOLOGY] and have duly overseen, reviewed, edited, and finalized the content.

GENERAL GUIDELINES

1. The manuscript should be encoded using Microsoft Word, double-spaced throughout with 1¼ cm (½ inch) paragraph indentation, with 3-cm margins (1¼ inch) all around on A4 size paper. The preferred font style and size is Times New Roman 12.
2. The manuscript should be arranged in sequence as follows: (1) Title Page, (2) Abstract, (3) Text, (4) References, (5) Tables, and (6) Figures and Illustrations.
3. References should pertain directly to the work being reported.
4. All the sheets of the manuscript should be labelled with the family name of the main author (all in capital letters) and page number (in Arabic Numerals) printed on the upper right corner.
5. All manuscripts not complying with the above shall be promptly returned for correction and resubmission.

Title Page

1. The title should be as concise as possible.
2. Only the full names of the authors directly affiliated with the work should be included (First name, Middle initial and Last name). There are 4 criteria for authorship (ICMJE recommendations):
 - 2.1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
 - 2.2. Drafting the work or revising it critically for important intellectual content; AND
 - 2.3. Final approval of the version to be published; AND
 - 2.4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
3. The highest educational attainment or title of the authors should be included as an attachment whenever appropriate.
4. Name and location of no more than one (1) institutional affiliation per author may be included.
5. If the paper has been presented in a scientific forum or convention, a note should be provided indicating the name, location and date of its presentation.

Abstract

For original articles, the abstract should contain no more than 500 words with a structured format consisting of the objective/s, methodology, results and conclusion. For feature articles, case reports, interhospital grand rounds, and brief communications, the abstract should be no more than 200 words and need not be structured.

Keywords

At least 3 keywords but no more than 6, preferably using terms from the Medical Subject Headings (MeSH) list of Index Medicus, should be listed horizontally under the abstract for cross-indexing of the article.

Text

1. Generally, the text should be organized consecutively as follows: Introduction, Methodology, Results and Discussion, and Conclusion (IMRAD format).
2. All references, tables, figures and illustrations should be cited in the text, in numerical order.
3. All abbreviations should be spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parentheses. The same abbreviation may then be used subsequently instead of the long names.
4. All measurements and weights should preferably be in System International (SI) units.
5. If appropriate, information should be provided on institutional review board/ethics committee approval.
6. Acknowledgments to individuals/groups of persons, or institution/s should be included at the end of the text just before the references. Grants and subsidies from government or private institutions should also be acknowledged.

References

1. References in the text should be identified by Arabic Numerals in superscript on the same line as the preceding sentence.
2. References should be typed double-spaced on a separate sheet. They should be numbered consecutively in the order by which they are mentioned in the text. They should not be alphabetized.
3. All references should provide inclusive page numbers.
4. Journal abbreviations should conform to those used in PubMed. Include PMID, PMCID and DOI of the references.
5. A maximum of six authors per article can be cited; beyond that, name the first three and add "et al."
6. The style/punctuation approved by JAFES conforms to that recommended by the International Committee of Medical Journal Editors (ICMJE) available at <http://www.icmje.org>. Follow the format of the examples shown below:

Journal Article

Padua FR, Paspe MG. Antinuclear antibody in the rheumatic and non-rheumatic diseases among Filipinos. *Acta Med Philipp*. 1990; 26(2):81-5.

One to Six Authors (Commentary, Online)

Krause RM. The origin of plagues: Old and new. *Science*. 1992;257:1073-8. PMID: 1509258 DOI: 10.1126/science.257.5073.1073.

Barry JM. The site of origin of the 1918 influenza pandemic and its public health implications. [Commentary]. *J Translational Med*. January 20, 2004; 2(3):1-4. <http://www.translational-medicine.com/content/2/1/3>. Accessed November 18, 2005.

Mokdad AH, Bowman BA, Ford ES, Vinicor F, Marks JS, Koplan JP. The continuing epidemics of obesity and diabetes in the US. *JAMA*. 2001;286(10):1195-200. PMID: 11559264 DOI: 10.1001/jama.286.10.1195.

More than Six Authors

McGlynn EA, M.Asch S, Adams J, et al. The quality of health care delivered to adults in the United States. *N Engl J Med*. 2003;348(26):2635-45. PMID: 12826639 DOI: 10.1056/NEJMsa022615.

Jasul Jr. GV, Paz-Pacheco E, Jimeno CA, et al. AFES A.S.-O.N.E.: ASEAN Survey Of Needs in Endocrinology in the time of the COVID-19 pandemic. *J AFES Fed Endocr Soc*.2020;35(1):5-13. PMID: 33790494 PMCID: PMC7992306 DOI: 10/15605/jafes.035.01.10.

Authors Representing a Group

Moher D, Schulz KF, Altman D; for the CONSORT Group. The CONSORT statement: Revised recommendations for improving the quality of reports of parallel-group randomized trials. *JAMA*. 2001;285(15):1987-91. PMID: 11308435 DOI: 10.1001/jama.285.15.1987.

Book

Byrne, DW. Publishing your medical research paper: What they don't teach in medical school. Baltimore: Williams & Wilkins, 1998.

World Wide Web

The key and critical objectives of JAMA. <http://jama.ama-assn.org/misc/aboutjama.dtl>. Accessed April 4, 2007.

Tables

1. Cite all tables consecutively in the text and number them accordingly.
2. Create tables, preferably using Microsoft Excel, with one table per worksheet.
3. Tables should not be saved as image files.
4. The content of tables should include a table number (Arabic) and title in capital letters above the table, and explanatory notes and legends as well as definitions of abbreviations used below.
5. Font should be Arial Narrow size 8.
6. Each table must be self-explanatory, being a supplement rather than a duplicate of information in the text.
5. Up to a maximum of five (5) tables are allowed.

Figures and Graphs

1. Figures or graphs should be identified by Arabic Numeral/s with titles and explanations underneath.
2. The numbers should correspond to the order in which the figures/graphs appear in the text. It is recommended that figures/graphs also be submitted as image files (preferably as .tif, .jpeg, or .png files) of high resolution (at least 300 dpi).
3. Editable figures or graphs can also be created using Microsoft Word.
4. Provide a title and brief caption for each figure or graph. Caption should not be longer than 15-20 words.
5. All identifying data of the subject/s or patient/s under study such as name or case numbers should be removed.
6. Up to a maximum of five (5) figures and graphs are allowed.

Illustrations and Photographs

1. Where appropriate, all illustrations/photographic images should be at least 600 dpi and submitted as image files (preferably as .tif, .jpeg, or .png files). All images should be checked for resolution. Right click on the image and click properties to see the resolution.
 - 1.1 There should be minimal processing of digital images submitted with a manuscript for review to the JAFES. A certain degree of image processing (lighting, color, contrast, size, orientation, cropping, placement of identifying markers and labels) is deemed acceptable only if the final image correctly and accurately represents the original information or data. Thus, JAFES requires all unprocessed, unaltered, and raw image files

to be submitted with the manuscript to facilitate evaluation and review. These shall serve also as JAFES' records for issues that may arise after publication of the manuscript.

- 1.2 Adjustments in brightness, color balance, or contrast should be applied equally to the whole image and should not result in the exclusion, hiding, obscuring, or deletion of any information that is present in the original image, enhancement of any particular portion of the image. Manipulations such as grouping of images for comparison should be indicated with image margins or clear demarcations, and must be described in the caption. Other types of manipulation such as copying and pasting of images and passing them off as multiple figures is not acceptable. Appropriate re-orientation of the whole image, as well as superimposition of arrows, markers, or other figures and labels is acceptable.
2. For photomicrographs, the stain used and the resolution at which the image was acquired (e.g., H&E, 100X) should be included in the description.
 - 2.1 All image adjustment and processing tools/software used should be disclosed in the methodology section of original articles or described in the caption or description if in article types without a separate section on methods.
3. Computer-generated illustrations which are not suited for reproduction should be professionally redrawn and digitized (preferably as .tif, .jpeg, or .png files) at least 600 dpi. All letterings for illustrations should be done professionally and be of adequate size to remain readable ever after size reduction during layout.
4. All letterings for illustration should be done professionally and should be of adequate size to retain even after size reduction.
5. Figure legends should be numbered sequentially, typed double-spaced on a separate sheet of paper. Give the meaning of all symbols and abbreviations used in the figure.
6. Up to a maximum of five (5) illustrations/photographs are allowed.

N.B.: For tables, figures, graphs, illustrations, and photographs that have been previously published in another journal or book, a note must be placed on the specific item stating that such has been adapted or lifted from the original publication and referenced in the **References** portion. Appropriate copyrights and permissions should be secured from the original author/publisher.

SCREENING

Upon receipt of the manuscript, the Editorial Coordinator shall review the submission, check if it has met all submission requirements. The Editorial Coordinator shall communicate with the author/s should there be any clarifications or incomplete requirements.

INITIAL EDITORIAL ASSESSMENT

Once submission requirements are satisfactorily met, the Editor-in-Chief to decide whether it shall be considered for publication and proceed to peer review.

Authors shall be notified through e-mail that their manuscript either (a) shall be sent to referees for peer-review or (b) has been declined without review.

PAYMENT OF SUBMISSION FEES

All manuscripts that shall be to peer review shall be required to settle the Submission Fee in order to proceed.

PEER REVIEW

The JAFES implements a strict double blind peer review policy. Each manuscript is referred to two (2) peer reviewers who are deemed as subject experts. A third reviewer may be needed in case there is discordance in the peer reviewer recommendation.

The manuscript is routinely referred to a statistician/method expert to check appropriateness and validity of data analysis and conclusions. In addition, the manuscript is also referred to the radiologists or pathologists for review if there are diagnostic imaging studies or microscopic images, respectively.

For manuscripts that are reviewed, authors can expect an initial decision within forty five (45) days after submission. There may be instances when decisions can take longer than 45 days, in such cases, the Editorial Coordinator shall inform the authors.

FINAL EDITORIAL DECISION

The Editor-in-Chief shall make the final decision for publication.

Editorial decisions shall be one of the following:

- **Acceptance without further revision**
- **Acceptance with minor revisions**
- **Major manuscript revision and resubmission**
- **Not accepted for publication**

COPYEDITING AND PRODUCTION

Accepted manuscripts are subject to copyediting and editorial modifications to bring them in conformity with the style of the journal.

EDITORIAL OFFICE CONTACT INFORMATION:

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Website: <https://www.asean-endocrinejournal.org>

ARTICLE TYPES

Editorials

Articles that represent the scientific opinion and views of an author. Every issue of JAFES includes an Editorial by the Editor-in-Chief and may include one or two additional editorials from experts from the scientific community commenting on a particular field or issue on endocrinology.

No abstract or keywords necessary.

Letters to the Editor and Author Responses

JAFES welcomes Letters to the Editor that provide scholarly commentary on published articles, including constructive critique, clarification or alternative interpretation of findings.

When a Letter to the Editor raises substantive scientific, methodological, or interpretive concerns, the corresponding author of the original article will be invited to submit a formal response. While submission of a response is strongly encouraged to promote balanced academic discourse, publication of the Letter is not contingent upon receipt of an author reply.

Author responses must:

- Address the issues raised in a clear, professional, and evidence-based manner
- Adhere to the journal's word limits and formatting requirements
- Refrain from introducing new data unless explicitly permitted by the editor

All Letters to the Editor and corresponding author responses are subject to editorial review and may be edited for clarity, length, and tone. The Editor-in-Chief retains final authority over publication decisions.

No abstract or keywords necessary.

A Letter to the Editor must not exceed 2 typewritten pages or 500 words.

Feature Articles

JAFES may feature articles, either as part of an issue theme, such as Summary Clinical Practice Guidelines on endocrinology from each AFES country society, or a special topic on endocrinology by an international expert or authority.

A manuscript for feature articles should not exceed 25 typewritten pages (including tables, figures, illustrations and references) or 6000 words.

Review Articles

Review articles provide information on the "state of the art." JAFES encourages that reviews not only summarize current understanding of a particular topic but also describe significant gaps in the research, and current debates.

A manuscript for reviews should not exceed 15 typewritten pages (including tables, figures, illustrations and references) or 4000 words.

Original Articles

The abstract should contain no more than 500 words with a structured format consisting of the objective/s, methodology, results and conclusion.

A manuscript for original articles should not exceed 25 typewritten pages (including tables, figures, illustrations and references) or 6000 words.

Case Reports

A manuscript for case reports should not exceed 10 typewritten pages (including tables, figures, illustrations and references) or 3000 words.

Case Series

A case series, defined as a report describing more than one patient with similar clinical features, presentations, interventions, or outcomes, may be submitted as a distinct article type.

Manuscripts should not exceed 4,500 words or 15 typewritten pages, inclusive of tables, figures, illustrations, and references.

Authors are encouraged to present individual case details concisely, preferably using tables or summary formats where appropriate, and to avoid repetitive narration of similar clinical information. Greater emphasis should be placed on the comparative analysis, identification of patterns, and the clinical or scientific insights derived from the series.

The number of cases included should be sufficient to support meaningful observations, typically ranging from three to ten patients, although flexibility may be exercised depending on the rarity or significance of the condition.

Submissions that primarily describe a single patient should be submitted as a Case Report and must adhere to the corresponding limits.

Interhospital Grand Rounds

JAFES encourages submission of special articles that summarize and document the proceedings of endocrinology grand rounds, which includes presentation of medical problems of a particular patient, evaluation and work-up, treatment and clinical course, discussion of key diagnostic and management points, and commentaries by specialty experts. JAFES recognizes the importance of this type of article as an educational tool for physicians and health practitioners.

A manuscript for grand rounds should not exceed 25 typewritten pages (including tables, figures, illustrations and references) or 6000 words.

Brief Communications

Brief Communications are short reports intended to either extend or expound on previously published research OR present new and significant findings which may have a major impact in current practice. If the former, authors must acknowledge and cite the research which they are building upon.

A manuscript for brief communications should not exceed 5 typewritten pages (including tables, figures, illustrations and references) or 1500 words.

Images in Endocrinology

Images may include photographs of clinical cases encountered and documented during practice. They may also include diagnostic images (e.g., photomicrographs of histopathologic diagnosis, radiographs) or special studies performed (e.g., spectral karyotype imaging, fluorescent microscope images, immunostains) that aided in diagnosis.

A 250-word text should accompany the images. Submissions to this category should comply with the journal's image integrity guidelines.

Special Announcements

Special announcements may include upcoming conventions, seminars or conferences relevant to endocrinology and metabolism. The Editors shall deliberate and decide on acceptance and publication of special announcements. Please coordinate with the Editorial Coordinator for any request for special announcements.

Checklist Guide for Submission of Manuscripts to JAFES

Instructions to Authors	<input type="checkbox"/> Review manuscript submission guidelines
Cover Letter	<input type="checkbox"/> Include cover letter as an attachment <input type="checkbox"/> Indicate in the letter the title of the work <input type="checkbox"/> Indicate all the authors (complete names, affiliations, ORCID iD, specific role/s in writing the manuscript and e-mail address) <input type="checkbox"/> Indicate in the letter the Corresponding author: and provide complete contact information (post address, telephone, fax number, e-mail address)
EQUATOR Network Guidelines	<input type="checkbox"/> Review manuscript if compliant with appropriate EQUATOR Network Guidelines and submit checklist (e.g., CONSORT for clinical trials, CARE for case reports)
Author Form	<input type="checkbox"/> Ensure all authors have read and agreed to the following: (1) the Authorship Certification, (2) the Author Declarations, (3) the Author Contribution Disclosure, and (4) the Author Publishing Agreement, and (5) the Conversion to Visual Abstract (*optional for original articles) <input type="checkbox"/> Submit a scanned copy of the fully accomplished form
ICMJE Form for Disclosure of Potential Conflicts of Interest	<input type="checkbox"/> Ensure all authors have read and agreed to disclose potential Conflicts of Interest <input type="checkbox"/> Submit the PDF copy of the fully accomplished form *The form is also downloadable at: http://www.icmje.org/conflicts-of-interest/
Ethics Review Approval	<input type="checkbox"/> For Original articles, submit a scanned copy of the Ethics Review Approval of research <input type="checkbox"/> For manuscripts reporting data from studies involving animals, submit a scanned copy of the Institutional Animal Care and Use Committee approval
Patient Consent Form (if applicable)	<input type="checkbox"/> For Case Reports, Images in Endocrinology and Clinical Case Seminars, submit a scanned copy of the fully accomplished form; otherwise, obtain appropriate ethical clearance from the institutional review board.
Title Page	<input type="checkbox"/> Full names of the authors directly affiliated with the work (First name and Last name), highest educational attainment <input type="checkbox"/> Name and location of 1 institutional affiliation per author
Abstract	<input type="checkbox"/> Provide an abstract conforming with the format <input type="checkbox"/> Structured for Original Articles: Objective/s, Methodology, Results, Conclusion <input type="checkbox"/> Unstructured for Case Reports and Feature Articles
Keywords	<input type="checkbox"/> Provide 3-5 keywords (listed in MeSH)
Content	<input type="checkbox"/> Provide text/content in IMRAD format (Introduction, Methodology, Results and Discussion, Conclusion) <input type="checkbox"/> Make sure all abbreviations are spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parentheses; the same abbreviation may then be used subsequently <input type="checkbox"/> Make sure all measurements and weights are in SI units <input type="checkbox"/> If appropriate, provide information on institutional review board/ethics review committee approval <input type="checkbox"/> Acknowledgments to individuals/groups of persons, or institution/s should be included at the end of the text just before the references; grants and subsidies from government or private institutions should also be acknowledged
References	<input type="checkbox"/> All references should be cited in the text, in numerical order. Use Arabic numerals <input type="checkbox"/> Ensure all references follow the prescribed format
Tables, Figures, Illustrations and Photographs	<input type="checkbox"/> All tables, figures, illustrations and photographs should be cited in the text, in numerical order per type <input type="checkbox"/> Provide separate files for tables, figures and illustrations <input type="checkbox"/> Provide a title and legend (if appropriate) for each table <input type="checkbox"/> Provide a title, legend (if appropriate), and caption for each figure and illustration (caption should be no longer than 15-20 words) <input type="checkbox"/> If table, figure, or illustration is adapted, state so and include the reference.