

Author's Checklist for Morning Rounds Article

Before submitting your article, please review this checklist.

PHYSICIAN INFORMATION

<input type="checkbox"/>	Contact info of corresponding physician (including back-up email if someone is on vacation or out of the country)
<input type="checkbox"/>	Biographical information on the authors (e.g., Dr. <i>Wwww</i> is an ophthalmology resident, and Dr. <i>Xxxxx</i> is professor of ophthalmology; both are at the <i>Yyyy</i> Eye Institute in <i>City, State</i> .)
<input type="checkbox"/>	Financial disclosure
<input type="checkbox"/>	One of the authors should be in a supervisory position.

IMAGES

<input type="checkbox"/>	Resolution. Digital images must be 300 dots per inch resolution and at least 4 inches x 4 inches. (If you are not sure how to check the resolution of your images, <i>EyeNet</i> can check.)
<input type="checkbox"/>	Format: JPG, TIF, EPS and BMP formats.
<input type="checkbox"/>	Caption
<input type="checkbox"/>	Photo credit
<input type="checkbox"/>	<ul style="list-style-type: none">• Permission to use online and to reprint: Please note that by submitting this manuscript and art, you agree to transfer all rights to the American Academy of Ophthalmology, meaning <i>EyeNet</i> may publish the article in its monthly magazine, and various other print and electronic publications, where it may remain archived indefinitely. You may republish this article elsewhere with written permission from <i>EyeNet</i> Magazine's Executive Editor.• If copyright is held by another individual or entity (for example, a coauthor, a publisher, or your institution), provide written confirmation that they understand and abide by the terms above.
<input type="checkbox"/>	If patient's identity is apparent in the photo, do we have patient's permission to use the image
<input type="checkbox"/>	Please send images as separate files , not embedded in the Word document.
<input type="checkbox"/>	Video? If you have a video related to the case, we can include it on <i>EyeNet's</i> website as a "Web Extra." Videos are requested to have narration and to be 1-3 minutes in length. <ul style="list-style-type: none">• Preferred runtime: 3 minutes or less• Preferred formats: MOV or MP4• Minimum resolution: NTSC standard (720x480 pixels); we prefer and welcome widescreen (16:9) aspect ratio and higher definition files up to 1080p.• Audio: All videos should be accompanied by a clear voice-over narration that corresponds with the footage. Musical soundtracks are highly discouraged.• Copyrighted material: Make sure you have permission to use any included images, video or audio in your submitted work. Original contributions are best.

CITATIONS

<input type="checkbox"/>	Citations need to be flagged in the text.
<input type="checkbox"/>	Ideally, limit footnotes to fewer than five.

STORY LENGTH

<input type="checkbox"/>	Length: should be 1,100 to 1,500 words long
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