JCI INSIGHT

Click on boxes to check/uncheck items.

Checklist for submitting a revised Clinical Research and Public Health manuscript

In addition to addressing the items noted in the decision letter regarding your manuscript, ensure that your revised manuscript adheres to the guidelines below. For full submission details, visit the JCI Insight website.

Submission requirements

Manuscript

- PDF of a clean version of the entire manuscript, including references, figures, figure legends, and tables.
- PDF of a marked-up version of the entire manuscript showing revisions and beginning with a point-by-point response to reviewer comments.
- Word or RTF file of all manuscript text; include references, figure legends, tables, and table legends (but not figures, images, markup, or point-by-point responses).
- Single PDF file of completed ICMJE uniform disclosure forms from all authors.
- For clinical trials, a PDF of the appropriate reporting checklist (CONSORT, STROBE. etc.).

Figures

- Publication-quality figures in TIFF format. See detailed instructions for figure preparation.
- Recommended: Graphical abstract (details available here).

Supplemental material

- Supplemental information, figures, and modest-sized tables, as:
  - (a) (if applicable) a PDF in which reviewer-requested changes are highlighted
  - (b) a clean, publication-quality PDF
- Upload any supplemental videos and/or large spreadsheets separately.
- Before submission, carefully review all supplemental files; they will not be checked by a copy editor. The Journal is not responsible for any errors contained in supplemental material.

Blot/gel images (if applicable)

- For any figure showing an cropped blot or gel: a PDF, PPT, or PPTX file (distinct from any other supplemental material) that shows the unedited blot/gel images in their entirety.
- Annotate each image as, e.g., "Full unedited gel for Figure 2B."
- Clearly indicate which bands were used for the figures.
- View the Journal blot/gel image policy.

Supporting data values (if applicable)

- XLS file (distinct from any other supplemental material) providing data values for all graphs, and values behind any reported means in the manuscript or supplement.
- Combine all values into a single document, with a separate tab for each applicable figure panel.
- Before submission, carefully review your file; it will not be checked by a copy editor. The Journal is not responsible for any errors contained in Supporting Data Values.
- For details, see How to prepare a Supporting Data Values file.
- View Journal policy on supporting data.

Large data sets

- Large data sets for high-throughput sequencing data must be deposited in a MINSEQE-compliant public database.
- Proteomics data must be deposited in a MIAPE-compliant public database.
- Accession numbers must be provided in the Data availability section and entered with the details of your submission on our submission site.
- If there are restrictions on accessibility or availability of large data sets, you may request an exemption from the Editors. State the basis for the exemption in the Data availability section and on our submission site.
- View Journal policy on large data sets here.

Formatting

- Recommended 9,000/maximum 12,000 words (including title page, full text, references, figure legends, and tables).
- Double-spaced throughout, including references and tables; figure legends may be single spaced if necessary to keep a figure and its legend on the same page.
- All pages are numbered.
- Each section begins on a new page.

Abbreviations and acronyms

- Standard JCI Insight abbreviations and acronyms are used without definition.
- All other abbreviations and acronyms are spelled out at first use in the Abstract and again at first use in the main text (with the abbreviated form appearing in parentheses) and used without definition thereafter.

Gene names and symbols

- Gene names and symbols conform to official NCBI Gene Nomenclature.
- Presented according to JCI Insight Gene nomenclature and style.

Italicization

- Generally reserved for gene symbols, genotypes, and species names.
- Terms such as in vivo, in vitro, etc., are not italicized.

Unpublished data, manuscripts in preparation or under review, and personal communications

- Cited parenthetically in the text, not as numbered references; e.g., "(Jane L. Doe, UCLA, Los Angeles, California, USA, unpublished observations)."
- Written permission to cite unpublished observations by individuals external to the author's research team (email is sufficient) is submitted.

Reference citations

- Appear in parentheses preceded by a space, e.g., "as described previously (1, 2)"; "several research groups (4–10) have found."
- No superscript, bold, italics, etc.

Figure and table callouts

- Figures and tables are called out in numerical order.
- "Figure," "Table," "Supplemental Figure," "Supplemental Table," etc., are spelled out.
- Callouts appear in parentheses (no boldface or italics) preceded by a space unless grammatically part of the sentence: "the levels increased (Figure 5A)"; "data shown in Table 2."
- Parts are called out as follows: "Figure 1A," "Figure 2, A and B," "Figure 3, B–D."

Manuscript preparation and required reporting

Title page

Manuscript title

- Clear, concise, and limited to 15 words, including conjunctions.
- Refers to the relevant disease or disease model studied.
- No subtitles, colons, periods, or nonstandard abbreviations.

Authors and affiliations

- Author names provided in full (for example, "Benita J. Sjögren") and in the appropriate order.
- No titles, honorifics, degrees, or certifications.
- Affiliations correspond to the period when the work was performed.
- For authors whose affiliation has changed since completion of the work, specify the present affiliation and location below the numbered list.
- Affiliation footnotes are assigned consecutively using superscripted numbers (1, 2, 3, etc.).
- Affiliations include departments, institutions, city, state (if applicable), and country (but not mailing addresses or zip/regional codes).
- Corresponding author's complete name, address, telephone number (including country code if applicable), and email address.

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Conflict-of-interest statement

A statement consistent with the Journal's conflict-of-interest policy is included; if no author has a conflict, state the following: "The authors have declared that no conflict of interest exists."

If patents are involved, the patent or patent application number(s) are provided and the names of the associated authors specified.

Abstract

Structured format with the sections Background, Methods, Results, Conclusion, Trial registration, Funding.

Maximum 250 words. No references.

All nonstandard abbreviations are defined at first use.

Main text (presented in the following order)

Introduction
Results
Discussion
Methods

Demographic reporting (see details here)

Reporting on race and ethnicity adheres to NIH guidelines or other applicable authoritative standards.

Descriptors for any demographic identities are clear, unbiased, and up-to-date.

Data for any demographic variable are inclusive; if any information is unavailable or incomplete, an explanation is provided.

Specify whether the participants or investigators made the classifications; and whether the options were defined by the investigators or participants.

Complete manufacturer name (omit location) is provided for each proprietary item used.

For animal models, precise genotype, strain, number of backcrosses, sex, age , and source are specifed.

Antibodies: Commercial — source and catalog/clone number are specified for each; custom — generation of antibodies is described (or an appropriate reference is cited).

Source of all cell lines used is indicated.

Statistics

Stand-alone paragraph near the end of Methods (before "Study approval").

The P value used to determine significance of differences is specified; e.g., "A P value less than 0.05 was considered significant."

Analysis appropriately corrects for multiple comparisons (more than 2 groups) and for repeated measures (multiple measurements within subjects).

If samples were excluded from the analysis, a statement describes inclusion/exclusion criteria.

Study approval

Stand-alone paragraph near the end of Methods (before "Data availability").

Declaration of approval of human and/or animal studies, specifying the official name and location of the applicable institutional review board(s).

For human studies, a statement indicates receipt of written informed consent from participants and/or their parents/guardians.

For use of photographs of participants, a separate statement of written informed consent is included

Data availability

Stand-alone paragraph at the end of Methods (before "Author contributions.")

Specify how underlying data and supporting analytic code for the article can be accessed.

Large data sets sets for gene expression microarrays, SNP arrays, and high-throughput sequencing studies must be deposited in a public repository. Provide the accession number(s) here.

Provide a callout to Supporting data values in the XLS file (described above).

Clearly state any restrictions on data availability (if applicable).

Author contributions

The contribution of each author (identified by initials) is specified; e.g., designing research studies, conducting experiments, acquiring data, analyzing data, providing reagents, writing the manuscript. Multiple contributions may be listed for a single individual, and more than one individual may be associated with a single contribution.

Grammatically complete sentences are used.

For manuscripts with 2 or more co–first authors, the method used to assign authorship order among these authors is stated.

Acknowledgments

States sources of support in the form of grants, equipment, or drugs.

Grant numbers provided as applicable.

NIH funding statement, as applicable.

Other acknowledgments, such as of colleagues for advice, are included as appropriate.

References

Styled according to How to prepare references for submission.

Figure legends

Maximum 300 words.

Each begins with stand-alone title, irrespective of the individual parts.

Figure parts are called out in boldface: (**A**), (**B**–**D**), (**C** and **E**).

Symbols and abbreviations introduced in figures are defined and used consistently throughout.

Use of terms within the legends is consistent with that in the figures themselves.

In each figure legend where appropriate, the statistical test(s) used are described.

For each panel representing multiple experiments, the exact number of samples (n) is reported.

For representative experiments, the number of times the experiment was conducted is reported.

Error bars are defined either in Statistics or in the individual legends; e.g., "Data represent mean ± SEM."

Variance around the mean and statistical analysis are not provided for figures representing fewer than 3 independent samples.

For histological panels and insets, scale bars are defined or total original magnification is specified in the legends.

Images and data sets should generally only be presented once in a manuscript. Any instances in which images or data sets, including control data, are presented in multiple figure panels in the manuscript or supplement must be explicitly described in the figure legend. Any images or data that have been previously published elsewhere must also be clearly described.

Figures

Prepared according to How to prepare figures for submission.

For clinical trials, the appropriate flow diagram appears as a figure.

Parts are labeled with capital letters: A, B, C, etc., with no designated subparts.

Graphs of quantitative data are presented as either dot plots, with average and appropriate error bars indicated; or box-and-whisker plots, with values defined in the legend (bounds of the boxes, lines within the boxes, whiskers, and any outlying values). Dynamite plunger plots are not permitted.

If lanes in a gel or blot image are spliced together into a composite image, the lanes are distinguished with a thin vertical dividing line (black on a gray background; or white on a black background). State in the legend that the lanes were run on the same gel but were noncontiguous.

Tables

Prepared according to How to prepare tables for submission.

Prepared in Word table format (not pasted in from another application).

Self-contained and self-explanatory.

Preceded by brief titles.

Each table fits on a single page and is presented on its own page.

Callouts to footnotes (designated with superscript capital letters) are assigned alphabetically row by row

No subparts or subsections (for example, Table 1A and Table 1B).

Column headings in tables apply to all values throughout the column; a new row of column headings may not be introduced within a table

See "Methods" above for reporting on demographics.