

## **AHNS 2009 Manuscript Policy (Version October 3, 2008)**

By accepting our invitation to present an oral paper, you are agreeing to submit a complete manuscript to the AHNS official journal, Archives of Otolaryngology-Head & Neck Surgery, for consideration. Papers must be submitted by 5 pm Eastern Standard Time on Friday, May 1, 2009. **Please note that this deadline is earlier than in the past, and that this deadline precedes the meeting by several weeks.** Thus earlier deadline permits expedited review and publication of a special issue in the *Archives*.

Manuscripts must be submitted electronically to the Archives of Otolaryngology - Head & Neck Surgery via the following website:

<http://manuscripts.archoto.com/cgi-bin/main.plex>

Registration:

- If the individual is already registered, he/she just needs to log in.
  
- If the individual is not yet registered, he/she will need to click on the link entitled " First-time user? Please register for an account", which is found on the bottom left side of the page.

Author instructions may be found in one of the blue boxes at the top of the page. After going to this page, you may also find the "full instructions for authors", or you may go directly to the full instructions at <http://archotol.ama-assn.org/misc/ifora.dtl>.

Helpful submission hints for an original article:

- The article file should be submitted in a Word format.
- The article file should include a title page with word count, abstract, manuscript text, references, figure legends and tables in this exact order. The word count is for text only, exclusive of title, abstract, references, figure legends and tables.
- Tables need to go into the article file in the correct order and not be submitted separately. Table creation instructions may be found at <http://archotol.ama-assn.org/misc/tablecreationinst.pdf>.
- Each figure/image should be submitted in a separate file, in a TIF or JPG format.

All papers must be complete submissions according to the Journal Instructions for Authors. Instructions are available on the web site. Papers not following the Journal instructions will be returned and not considered submitted.

The AHNS Publications Committee will review all papers submitted by May 1, 2009 in an expedited fashion with the goal of publishing the papers from the meeting in an AHNS issue dedicated for the meeting proceedings.

**FAILURE TO SUBMIT A MANUSCRIPT BY MAY 1, 2009 WILL FORFEIT YOUR PRIVILEGE TO PRESENT AT THE ANNUAL MEETING FOR THE SUBSEQUENT TWO ANNUAL MEETINGS.** This Policy is firmly enforced and will take effect immediately.

Authors may request a waiver from submitting a manuscript, but all requests must be submitted no later than February 4, 2009 in writing to the AHNS Publications Committee via email ([admin@ahns.info](mailto:admin@ahns.info)), fax (310) 437-0535 or mail 11300 W. Olympic Blvd Suite 600, Los Angeles, CA 90064. Please include your name, abstract reference number, and reason for requesting the waiver. All decisions regarding waivers will be made by the Publications Committee; authors whose requests are declined will need to withdraw their submissions by February 25, 2009 if they do not plan to submit a manuscript.