



## Procedure for submitting *On the Horizon* (OTH) Articles

### Overview

Updated November 2020. The procedure now first involves the ORS Responsible soliciting a title, abstract, and reference list from the target author for a short article of ~750-1200 words. ORS Responsible will then submit a presubmission inquiry to JAAOS, and followup with the authors if JAAOS wants a full article for submission.

### Notes

- OTH articles are typically short reviews. There should be no more than 4 authors and the target length is 1200 words (750 if figures) with fewer than 50 references.
- If anything arises the JAAOS will contact the ORS responsible who acts as a conduit between the JAAOS and the authors.
- When submitting the final manuscript (not the presubmission), each Author needs to have completed disclosure and transfer of copyright forms (attached)
  - a. I find it saves time if you send these once the authors accept to write a OTH. They can then send ORS responsible the article and the forms at the same time.
  - b. In addition, the authors need to complete the additional online JAAOS disclosures.

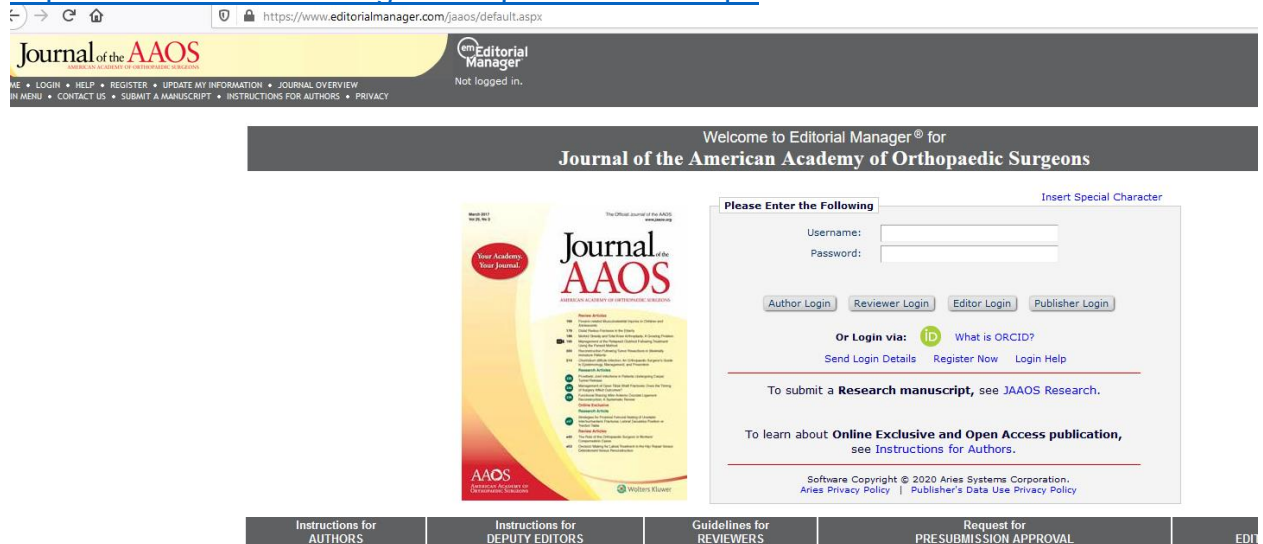
### Formatting Instructions from JAAOS for *On the Horizon* From the ORS

- Length
  - The articles are 1-4 printed pages long (1200 words without figures, ~750 words max, if 2 figures) and will be published in the JAAOS Reviews section
- Authorship
  - Maximal 4 authors following JAAOS Reviews criteria
  - Lead author/first author does not need to be an MD or DO, similar to the JAAOS Research section, there are no restrictions for the first author provided senior author is MS, MBBS, PhD, MD, or equivalent
- Abstract
  - Desired but not required.
- References
  - Number of references should be reasonable, e.g. 15 references for a 2-page article, up to 50 references for 4-pages article
- Tables and figures
  - Maximum of 1-2 tables and/or figures

## Step 1: Pre submission Inquiry

1. Go to the JAAOS submission site and login (use Author Login):

<https://www.editorialmanager.com/jaaos/default.aspx>



Journal of the AAOS  
AMERICAN ACADEMY OF ORTHOPAEDIC SURGEONS


Editorial Manager  
Not logged in.

Welcome to Editorial Manager® for  
Journal of the American Academy of Orthopaedic Surgeons

Please Enter the Following

Username:   
Password:

Author Login Reviewer Login Editor Login Publisher Login

Or Login via:  What is ORCID?  
Send Login Details Register Now Login Help

To submit a Research manuscript, see JAAOS Research.

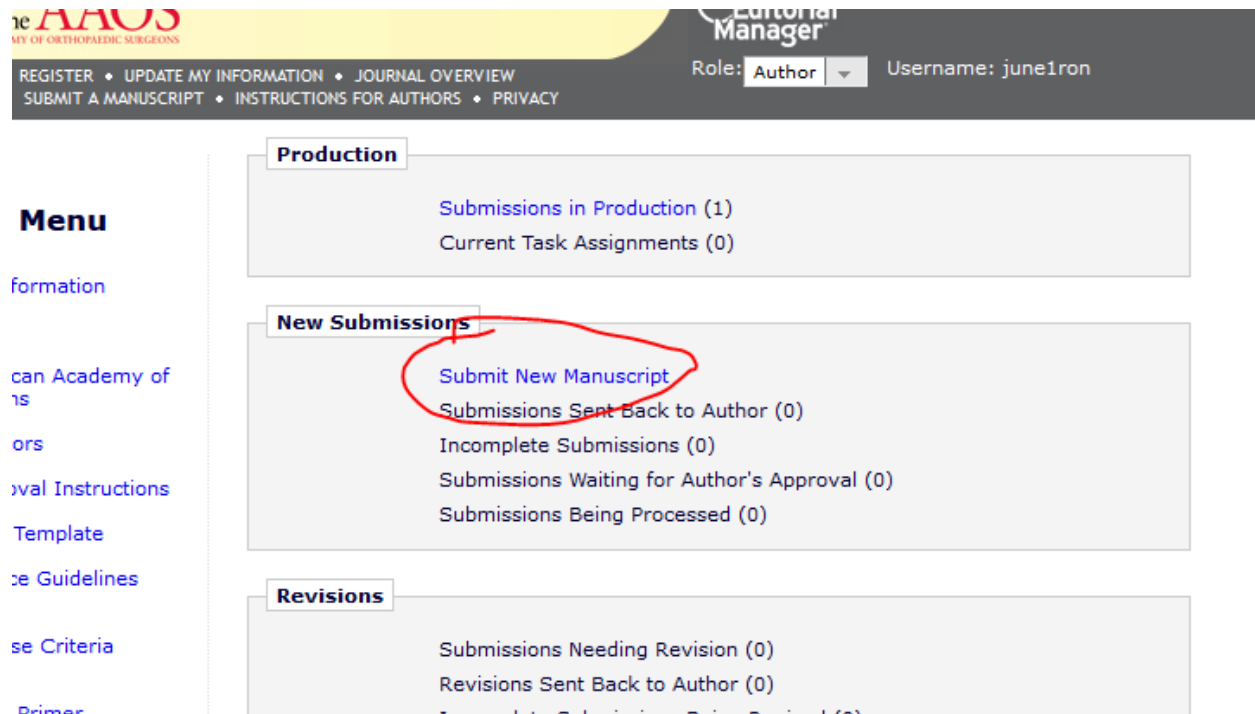
To learn about Online Exclusive and Open Access publication, see Instructions for Authors.

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Instructions for AUTHORS Instructions for DEPUTY EDITORS Guidelines for REVIEWERS Request for PRESUBMISSION APPROVAL EDIT

First-time users: Please click "Register Now" above and enter the requested information. Upon successful registration, you will receive an e-mail with instructions to verify your registration.  
Forgot your username and/or password? Click the "Send Login Details" link above. Your login information will be sent to the e-mail address registered in your account.

2. Log in and select "Submit new manuscript"



AAOS  
JOURNAL OF THE AMERICAN ACADEMY OF ORTHOPAEDIC SURGEONS

Editorial Manager  
Role: Author Username: june1ron

REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

**Menu**

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Template

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Primer

**Production**

Submissions in Production (1)  
Current Task Assignments (0)

**New Submissions**

Submit New Manuscript  
Submissions Sent Back to Author (0)  
Incomplete Submissions (0)  
Submissions Waiting for Author's Approval (0)  
Submissions Being Processed (0)

**Revisions**

Submissions Needing Revision (0)  
Revisions Sent Back to Author (0)  
Template Submissions Being Revised (0)

3. Use the "Manuscript Proposal Template" (see link below) and select "Manuscript Proposal" from the drop-down menu.

- a. Title page must use template and should include corresponding author's contact info and any financial disclosures (or state that there are none.)

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### Select Article Type

If you received an invitation to submit a manuscript, go back to your main menu and click "MY NEW INVITATIONS," "AGREE TO SUBMIT," and "SUBMIT INVITED MANUSCRIPT."

To propose a manuscript for consideration, select the "Manuscript Proposal" article type from the drop-down and follow the directions in [Presubmission Approval Instructions](#). Use the [Manuscript Proposal Template](#) to prepare your proposal. Acceptance of your proposal DOES NOT guarantee acceptance of your manuscript.

To submit a fully written manuscript that falls under our Research or Case Report article type as defined in [Instructions for Authors](#), select the article type from the drop-down. The Editorial Board will determine whether your manuscript will be peer-reviewed, and peer review does not guarantee acceptance for publication.

As a reminder, the Journal's authorship policy for Standard Review, Orthopaedic Advances, and Surgical Techniques manuscripts is summarized below. This does not apply to Research or Case Report manuscripts:

- \*The limit to the number of authors is four. Residents and fellows in-training cannot be listed as first author.
- \*No more than one resident is allowed as a coauthor.
- \*Medical students are not allowed as authors.
- \*No more than two accepted proposals or manuscripts from any author will be allowed within a 1-year period.

To comment on a published article in JAAOS, select the "Review Section: Letter to the Editor" or "Research Section: Letter to the Editor" article type from the drop-down. Include the title, authors, and publication month/year of the article about which you are writing.

Manuscript Proposal

Proceed →

4. Upload the submission by dragging and dropping the file.

Role: Author Username: june1ron

General Information Review Preferences Additional Information Comments Manuscript Data

Insert Special Character

Select Item Type  
\*Proposal Outline and References

Description  
Proposal Outline and References

Browse... OR Drag & Drop Files Here

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5. Select "Proposal Outline and References" from dropdown menu at bottom of page. Select "Proceed" from the bottom of the page

If order boxes do not appear, the items cannot be reordered.  
Click "NEXT" to continue.

Change Item Type of all Choose files to Change Now

Order	Item	Description	File Name	Size	Last Modified	Actions	Select
1	*Proposal Outline and References		JAAOS_USP_Template.docx	34.2 KB	10/07/2020	Download	<input type="checkbox"/>

Update File Order

Remove Check All Clear All

← Back Proceed →

6. Select the Section/Category for the article and then click “Proceed”

Section/Category

Select the **Section/Category** related to your submission from the drop-down. If you received an invitation, select the same Section/Category listed there. If not, choose as most appropriate for your content.

**Required** ✓

Lower Extremity: Hip and Knee

Back

Proceed

7. Don't worry about adding reviewers

Suggest Reviewers

Please suggest potential reviewers for this submission.

Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. Please note that the editorial office may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

A \* indicates a required field.

Current Suggested Reviewers List

+ Add Suggested Reviewer

There are currently no Suggested Reviewers in the list.

+ Add Suggested Reviewer

Back

Proceed

8. Complete author information

Per Journal policy, with the exception of Research and Case Report manuscripts, residents and fellows in-training cannot serve as first or corresponding author, and must hold an advanced degree. Are you and the first author (if someone other than you) in compliance with this policy?

**Answer Required:** Yes - Both I and the first author have an advanced degree

I attest that this manuscript is not currently under consideration with any other journal or publisher, and understand that simultaneous submissions will not be considered by JAAOS.

**Answer Required:** Yes, I do attest

Please list all authors on the manuscript who are currently residents. If no authors are currently residents, please fill in "none".

**Answer Required:** Character Count: 4  
none  
Limit 20000 characters

Please list all authors on the manuscript who are currently fellows. If no authors are currently fellows, please fill in "none".

**Answer Required:** Character Count: 4  
none  
Limit 20000 characters

Please list all authors on the manuscript who are currently medical students. If no authors are currently medical students, please fill in "none".

**Answer Required:** Character Count: 4  
none  
Limit 20000 characters

Your Time: 14:59, 07 October • Site Time: 16:59, 07 October

9. Add comments stating that you are the ORS responsible for the OTH article. Possible text to use: “Please note that this manuscript was solicited by the ORS in the spring of 2020, and is already complete. As the ORS responsible, I (YOUR NAME) am submitting the presubmission review on behalf of the authors.”

Insert Special Character

Enter Comments

**OPTIONAL:** Enter any comments you would like to send to the editorial office. These will not appear in your submission.

**If you are acknowledging a contributor** to your manuscript who is not being listed as an author, please include that person's name and contribution in the box below.

**DO NOT include any grant funding or clinical trial registry information in your manuscript.**

Please note that this manuscript was solicited by the ORS in the spring of 2020, and is already complete. As the ORS responsible, I (Ron June) am submitting the presubmission review on behalf of the authors.

Back Proceed

10. Expand each section using the “+” button (Title, Abstract) to add the relevant information. Then select “Build PDF for Approval”
- The system will automatically include you as an author—for now (the presubmission inquiry) just include yourself as the author.
  - If you have an abstract, it must be less than 200 words.
  - Approve the submission after checking the PDF.

Insert Special Character

+ Title

+ Abstract

+ Authors

Back Save & Submit Later Build PDF for Approval

11. The presubmission inquiry will take 1-2 weeks to complete. When it is completed you will first receive an email stating that the proposal has been accepted.

Journal of the American Academy of Orthopaedic Surgeons

Ref.: Ms. No. JAAOS-D-20-01110  
Cooled Radiofrequency Ablation Neurotomy for the Treatment of Symptomatic Knee Osteoarthritis  
Manuscript Proposal  
Ronald June, Ph.D.  
Journal of the AAOS®

Dear Dr. June,

I am pleased to inform you that the Editorial Board has accepted your proposal to develop a manuscript on Cooled Radiofrequency Ablation Neurotomy for the Treatment of Symptomatic Knee Osteoarthritis, to be considered for publication in *Journal of the AAOS®*.

Next, you will receive an invitation e-mail from Editorial Manager, and you will be able to submit your complete manuscript (text, figures, tables) through Editorial Manager. When you receive the invitation, just click the “Agree to Submit” link. When you are ready to submit, log into Editorial Manager and click “My Accepted Invitations.” From there, click “Submit Invited Manuscript” and follow the on-screen directions.

If received, comments from the Editor-in-Chief and/or Deputy Editor appear below, and will be included in your invitation. Please incorporate them into your work as you prepare your submission.

## Step 2: Submission

1. Then, 1-2 days later you will receive an email invitation to submit the article. Click the link to accept the invitation. This will require you to login to the JAAOS site, and accept the invitation.

Ref.: Ms. No. JAAOS-D-20-01166

Cooled Radiofrequency Ablation Neurotomy for the Treatment of Symptomatic Knee Osteoarthritis

Author Invitation

Journal of the AAOS®

Dear Dr. June:

We are pleased to inform you that your proposal to submit a Standard Review manuscript on the aforementioned topic for consideration of publication in JAAOS has been accepted.

If you accept this invitation, we look forward to receiving your manuscript on or before 08/17/2021. If you require more time, please reply to this message. If you do not reply within 30 days, your invitation will be automatically withdrawn.

As a reminder, the Journal's authorship policy for Standard Review, Orthopaedic Advances, and Surgical Techniques manuscripts is summarized below:

- The limit to the number of authors is four. Residents and fellows in-training cannot be listed as first author.
- No more than one resident is allowed as a coauthor.
- Medical students are not allowed as authors.
- No more than two accepted proposals or manuscripts from any author will be allowed within a 1-year period.

Once we have reached a final decision regarding publication of your manuscript, you will receive an e-mail from Editorial Manager. If your article is accepted, the editors may decide to publish it online only in the Online Exclusive section of the Journal rather than as a printed article. The online version of JAAOS is the official version of record, and Online Exclusive articles are cited in PubMed before print articles, while benefiting from the same format and social media promotion as that of print articles.

To reply to this invitation directly:

Click here to accept:

[Accept Invitation](#)

2. Submit the article following the steps in the “My Invitations” folder. Create both a title page and blinded manuscript file, and upload them.

Journal of the AAOS®

Editorial Manager

Role: Author Username: June.Iron

HOME • LOGOUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW  
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS • PRIVACY

Attach Files General Information Review Preferences Additional Information Comments Manuscript Data

**Required For Submission:**

- Title Page
- ✓ Manuscript (NO AUTHOR INFORMATION)

**Manuscript Proposal:** Prepare your proposal for a Standard Review, Orthopaedic Advances, or Surgical Techniques manuscript using the Manuscript Proposal Template, select "Proposal Outline and References" from the drop-down, and click "Choose Files" and "Browse" to upload. DO NOT INCLUDE ANY FORMS AT THIS TIME.

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**Manuscript:** Select the required item from the drop-down, click "Choose Files," and "Browse" to upload. To remove an item, check its box and click "REMOVE." To edit an item, upload the edited version and remove the previous.

Follow the limits specified in Instructions for Authors for words, references, and figures/tables/videos for your article type.

Select Item Type  
\*Manuscript (NO AUTHOR INFORMATION)

Description  
Manuscript (NO AUTHOR INFORMATION)

Browse... OR Drag & Drop Files Here

3. Click “Proceed” on the bottom right after the files are uploaded, and select the appropriate section/category for the manuscript from the drop down menu

The screenshot shows the Editorial Manager website interface. At the top, there's a navigation bar with links like 'REGISTER', 'UPDATE MY INFORMATION', 'JOURNAL OVERVIEW', 'SUBMIT A MANUSCRIPT', 'INSTRUCTIONS FOR AUTHORS', and 'PRIVACY'. Below this is a progress bar with five steps: 'General Information' (active), 'Review Preferences', 'Additional Information', 'Comments', and 'Manuscript Data'. A modal window titled 'Section/Category' is open, prompting the user to 'Select the Section/Category related to your submission from the drop-down'. It lists various categories such as 'Basic Science and Biomechanics', 'General', 'Lower Extremity: Foot and Ankle', etc. The 'None' option is currently selected.

4. Move through the next screens, following instructions from steps 7-10 above
  - a. Manuscript should be double-spaced with line and page numbering. Abstract must be included in the main file (not the title page).

5. Ensure that authors do not have COI's per JAAOS rules:

**DISCLOSURES/CONFLICT OF INTEREST** Each author must identify any financial interests or affiliations with institutions, organizations, or companies relevant to the manuscript by completing the form below. Additionally, any financial associations involving a spouse, partner or children must be disclosed as well.

Note: Some sections below come from the ICMJE Uniform Disclosure Form for Potential Conflicts of Interest at [http://www.icmje.org/downloads/coi\\_disclosure.pdf](http://www.icmje.org/downloads/coi_disclosure.pdf)

Did you or your institution at any time receive payment or support in kind for any aspect of the submitted work (including but not limited to (1) grants, (2) consulting fee or honorarium, (3) support for travel to meetings for the study or other purposes, (4) fees for participation in review activities such as data monitoring boards, statistical analysis, end point committees, and the like, (5) payment for writing or reviewing the manuscript, (6) provision of writing assistance, medicines, equipment, or administrative support, etc...)?

Answer Required:

Please select a response.

Other: Did you or your institution at any time receive additional payments or support in kind for any aspect of the submitted work?

Character Count: 0

Limit 20000 characters

Please indicate whether you have financial relationships (regardless of amount of compensation) with entities in the bio-medical arena that could be perceived to influence, or that give the appearance of potentially influencing, what you wrote in the Work. Report relationships that were present during the 36 months prior to publication. You should disclose interactions with ANY entity that could be considered broadly relevant to the Work. For example, if your article is about testing an epidermal growth factor receptor (EGFR) antagonist in lung cancer, you should report all associations with entities pursuing diagnostic or therapeutic strategies in cancer in general, not just in the area of EGFR or lung cancer.

You should report all sources of revenue paid (or promised to be paid) directly to you or your institution on your behalf over the 36 months prior to submission of the Work. This should include all monies from sources with relevance to the submitted work, not just monies from the entity that sponsored the research. Please note that your interactions with the Work's sponsor that are outside the Work should also be listed here. If there is any question, it is usually better to disclose a relationship than not to do so.

For grants you have received for work outside the Work, you should disclose support ONLY from entities that could be perceived to be affected financially by the published Work, such as drug companies, or foundations supported by entities that could be perceived to have a financial stake in the outcome. Public funding sources, such as government agencies, charitable foundations or academic institutions, need not be disclosed. For example, if a government agency sponsored a study in which you have been involved and drugs were provided by a pharmaceutical company, you need only list the pharmaceutical company.

Answer  
Required:

Please select a response

Please select a response.

#### Other Relationships

Are there other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, what you wrote in the submitted work?

Answer  
Required:

Please select a response

Please select a response.

6. Add comments stating that you are the ORS responsible for the OTH article.  
Possible text to use: "Please note that this manuscript was solicited by the ORS for an On the Horizons article. As the ORS responsible, I (YOUR NAME) am submitting the manuscript on behalf of the authors."
7. Build and view the PDF of the submission.
8. Approve the submission.