

AMERICAN JOURNAL OF RHINOLOGY


Submission Tips for Authors

For authors submitting manuscripts for presentation at the **ARS Fall Meeting in Chicago, IL (September 20, 2008)** and for consideration for publication in American Journal of Rhinology:

1. It is necessary to submit your manuscript directly to the American Journal of Rhinology. All entries must be submitted electronically. The site for submissions is <http://ajr.msubmit.net>. There are author instructions and guidelines for publication available on the site. Please direct any inquiries regarding the submission process to susancolucci@oceansidepubl.com.
2. The submission process is a series of 4 steps. In the first step you will identify your submission as a Chicago 2008 paper in two places; the sections titled "Manuscript Type" (please select "American Rhinologic Society Meeting Papers") and "Special Section" (please select "American Rhinologic Society Chicago, 2008 Meeting Papers"). Please disregard the "Commissioned Manuscript Due Date" (please select "none".) Although there is additional information between the fields, the important ones that will identify your paper as an ARS meeting paper will look like the following:

Submit manuscript - Step #1 of 4 (General Information):

Note: * Required Field.

Manuscript Type * 	<input type="checkbox"/> Original Article <input type="checkbox"/> Letter to Editor <input type="checkbox"/> Invited Review By Invitation Only <input type="checkbox"/> Invited Abstract Contribution <input checked="" type="checkbox"/> American Rhinological Society Meeting Papers Please see "Special Section" Below
Special Section  Special Section: If you are contributing an invited World Rhinology Literature Abstract or a paper for the American Rhinologic Society Meeting, please select from the dropdown box to the right. For more information, please click the help icon above.	If your manuscript is to be included in a Special Section or Theme please designate one from the list below. <div style="border: 1px solid black; padding: 2px;">American Rhinologic Society Chicago September 2008 Meeting Papers ▼</div>

3. You do not have to submit the entire manuscript at one sitting. If you get interrupted and need to log out before you are finished, you will not lose what you've entered. You will be able to return to complete your "halted submission" at a later date.
4. You do not need to notify the American Journal of Rhinology once you have uploaded your manuscript. The process is automated and the editorial offices will automatically be notified. The paper will be then be forwarded to the appropriate moderator.
5. Please keep your manuscript files separate from your figure files (do not embed the figures into your word document). i.e. if you have a manuscript prepared in MSWord and your figures in a pdf or tiff or powerpoint etc. file, upload the files separately.
6. If you inadvertently upload an incorrect file, do not attempt to resubmit as this will result in duplicate manuscripts. If you need to replace a file that you have already uploaded, or if you need assistance loading your files, contact Sue Colucci (susancolucci@oceansidepubl.com) at American Journal of Rhinology 401-331-2510.

7. SUBMISSION DEADLINE IS FRIDAY, AUGUST 22, 2008