

Submission Checklist

A complete submission includes the following documents in order:

Cover Page

- Manuscript Title
- Name(s) (all investigators)
- The type of award for which the paper is being submitted (Kappa Delta Award, Young Investigator Award, or OREF Clinical Research Award)
- Principal Investigator Information
 - Address
 - Phone number
 - Fax number
 - Email address
 - Date of birth
 - Affiliation of the principal investigator
 - Organization to which the investigator belongs (AAOS, ORS, COA, CORS)
- Co-Principal Investigator(s) Information
 - Address
 - Phone number
 - Fax number
 - Email address
 - Affiliation of the principal investigator

Table of Contents with Page Numbers

One-Page Abstract

Manuscript

- Does not exceed 30 pages
- 12-point font, double spaced, with one inch margins
- 8.5 x 11 white paper with numbered pages
- Manuscript title listed in the header of each page.
- Original / clear digital images included

Supporting Documents

- Summary of clinical relevance
- Disclosure statements
- Summary of the investigator's work leading to the submitted document
- Description of the primary investigator and co-authors' role in the project
- Separate CVs for each author (NIH Short CV form - limit 4 pages each)

Complete Submission Bound Together with Easily Removable Binding

Electronic Copy of the Manuscript AND Supporting Documents