

## MANUSCRIPT INSTRUCTIONS

PAPER PRESENTERS ARE **REQUIRED** TO SUBMIT A FULL MANUSCRIPT BY  
**May 17, 2021**

**NOTE - An email notification will be sent to all paper presenters when manuscript submission is available**

The discussion of scientific papers is an important part of the Annual Meeting. To provide a thorough discussion of papers, it is imperative that you provide **an electronic manuscript** of your completed paper **by May 17, 2021** to our website. A copy will then be forwarded to the Moderators of your session for their review in preparing their discussion. A copy will also be available to the Communications Department to use when working with the media, if permission was granted.

Please include your disclosure and that of your co-authors on the first page on your manuscript.

### **FORMAT:**

- The manuscript must contain all information being presented at the Annual Meeting.
- **Manuscripts must be submitted as a Word or PDF document ONLY. Power Point files or videos will not be accepted.** Font/Type Size - 12 point or comparable readable point size.
- Paper presentation number listed in the upper right-hand corner of first page. Title and authors centered on page.
- Maximum of 20 pages of text, minimum of 3 pages, inclusive of charts, photos and bibliography. Do not double space.
- References required.
- Photos - Photocopies of original photographs are acceptable, no copyrighted material should be included in your manuscript.

*The policies that the Central Program Committee has established include:*

- *If we do not have a completed paper by May 17, 2021 – the Program Committee AND Moderator will be notified.*
- *The penalty for not submitting manuscripts will be a 2-year ban from presenting any abstracts at the Annual Meeting.*
- *Manuscripts will only be accepted electronically through our website. Manuscripts received either by email or postal mail will not be accepted.*

If you have any questions, feel free to contact Domenic Picardo at the Academy office, via e-mail at [picardo@aaos.org](mailto:picardo@aaos.org) or by phone 847/384-4185. Thank you.