

MANUSCRIPT INSTRUCTIONS

PAPER PRESENTERS ARE **REQUIRED** TO SUBMIT A FULL MANUSCRIPT BY:

November 17, 2023

NOTE - An email notification will be sent to all paper presenters in October 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 **November 17, 2023**, 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 disclosures for all co-authors, including yourself, on the first page of your manuscript.

Format:

- The manuscript must contain all the 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.

Central Program Committee Policies:

- If we do not have a completed paper by **November 17, 2023** – 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, please contact:

Heather Bannon
Lead Education Coordinator
bannon@aaos.org
847-384-4173

Kathryn Matousek
Education Coordinator
matousek@aaos.org
847-384-4319