**3. MANUSCRIPT SUBMISSION REQUIREMENTS**

The length of manuscripts must adhere to the specifications under the section “MANUSCRIPT CATEGORIES”.

Manuscripts should be presented in the following order: (i) Title page (title, running title, authors, institutions and affiliations, and Author contributions); (ii) abstract and keywords; (iii) the main text; (iv) Acknowledgments; (v) Footnote; (vi) References; (vii) Supplementary material; (viii) Figure legends; (ix) Tables (titled and with footnotes); (x) Figures (it is recommended that figures, tables and videos are provided in separate files).

Please note that changes to author information (except for the correction of grammatical errors) are not permitted after the manuscript has been accepted, nor can the manuscript be withdrawn after this point unless sufficient reasons are given.

**3.1 Title page**

The title page should include: a) the title of the article; b) the authors’ full names and institutional affiliations; c) the address, telephone and fax numbers, and effective e-mail address of the corresponding author(s) (extremely important for subsequent timely communication); d) a running title of no more than 60 characters (including spaces); e) disclaimers (if applicable); f) sources of support; g) word count; h) number of figures and tables; i) conflicts of interest.

**3.2 Abstract and keywords**

The abstract must adhere to the specifications under the section ‘2. Manuscript Categories’. The abstract of an original article, as well as those of systematic reviews and meta-analyses, should be structured into four paragraphs with the following subheadings: Background, Methods, Results, and Conclusions. The abstracts for all the other manuscript types should be unstructured. The abstract should not contain any abbreviations or acronyms, citations, figures, or tables. General statements (e.g., “the significance of the results is discussed’’) should be avoided. After the Abstract, 3-5 keywords should be provided.

Where relevant, the clinical trial registration number should be included at the end of the abstract. For studies that have a registration number, this number should be included initially when a trial acronym is used to refer to the trial in the report or to other trials discussed in the paper. For data that have been deposited in a public repository and/or are the subject of analysis elsewhere, the distinctive, persistent data set identifier, the repository name, and the number should be included at the end of the abstract.

**3.3 Text**

Format: Text should be double-spaced throughout. The pages should be numbered.

Font: A clearly readable font (e.g., Arial, Calibri, Times New Roman, or Verdana) with 10 or 12 pt. font size.

Language: English. British or American spelling is acceptable but must be consistent throughout.

**3.4 Author contributions**

This section is only required for original articles, review articles, systematic reviews, and meta-analyses. It describes the contribution each author made to the manuscript. Authorship credit should be based on: 1) substantial contributions to the conception and design of the study, acquisition of the data, or analysis and interpretation of the data; 2) drafting the article or revising it critically for important intellectual content; and 3) the final approval of the version to be published. Authors should meet all three of these conditions.

Note: acquisition of funding, collection of data, language editing, or general supervision of the research group alone does not constitute authorship.

The ‘Author contributions’ section should be presented as follows:

(I) Conception and design:

(II) Administrative support:

(III) Provision of study materials or patients:

(IV) Collection and assembly of data:

(V) Data analysis and interpretation:

(VI) Manuscript writing: All authors

(VII) Final approval of manuscript: All authors

Note: 1. With VI and VII, “All authors” is obligatory, while the other credits are case-based; 2. The ‘Author contributions’ section is not required when there is only one author.

**3.5 Data citation**

We are committed to improving openness, transparency, and reproducibility of research, and believe research data citation through standard reference lists offers an easy way to access data for reproducible research.

To support best practice in data citation, AME has endorsed the FORCE11 Data Citation Principles (https://www.force11.org/datacitationprinciples). According to the FORCE11 Data Citation Principles, data can be cited in the same way as article, book, and web citations, and authors are required to include data citations as part of their reference list.

Data citation is applicable for data held within institutional, subject-focused, or more general data repositories. When citing or making claims based on data, authors should refer to the data at the relevant place in the main text of the manuscript and include a formal citation in the reference list. We recommend the format proposed in the Joint Declaration of Data Citation Principles .

Below is an example of an in-text data citation:

[dataset] Authors; Year; Dataset title; Data repository or archive; Version (if any); Persistent identifier (e.g. DOI)

“[dataset]” should be included immediately before the reference so it can be properly identified as a data reference.

**3.6 Acknowledgments**

Textual material that names the parties that the author wishes to thank or recognize for their assistance (e.g., producing, funding, or inspiring the work, or assisting in the research on which the work was based).

All contributors who do not meet the criteria for authorship should be listed in the ‘Acknowledgments’ section. Examples of those who might be acknowledged include an individual who provided purely technical help, writing or language editing assistance, or a department chairperson who provided only general support. If a part of the manuscript has been presented elsewhere (e.g. meeting presentation/poster history), a corresponding statement should be provided in the acknowledgment section. Financial and material support should also be acknowledged.

The ‘Acknowledgments’ section should also detail all funding sources for the work in question. There must be a section “Funding” within the “Acknowledgments” section. If the research was carried out without funding, "None" should be stated in this section.

In providing details of funding, authors should adhere to the following guidance:

The sentence should begin: ‘This work was supported by …’

The full official funding agency name should be given, (i.e., ‘National Institute of Health’, not ‘NIH’). Grant numbers should be given in brackets (e.g., [grant number xxxx]).

Multiple grant numbers should be separated by a comma (e.g. [grant numbers xxxx, yyyy]).

Agencies should be separated by a semi-colon (with ‘and’ before the last funding agency)

Where certain sources of funding were received by a specific author, the following text should be added after the relevant agency or grant number: ‘to [author initials]’.

Example: ‘This work was supported by the National Institutes of Health [AA123456 to C.S., BB765432 to M.H.]; and the Alcohol & Education Research Council [hfygr667789].’

**3.7 Footnote**

 **3.7.1 Reporting Checklist**

 For articles written in accordance with specific reporting guidelines, the author must include the “Reporting Checklist” section in the footnote and indicate, “The authors have completed the XXXX reporting checklist.”

 If the manuscript is accepted for publication, the author’s completed checklist will be published online alongside the manuscript.

 **3.7.2 Data Sharing Statement**

 The journal is committed to responsible data sharing in the setting of clinical trials. If an original article includes any data that are not publicly available, the authors are required to fill in a data-sharing statement form, which should be submitted along with their manuscript. If the article is accepted for publication, the Data Availability Statement (form) will be published online alongside the article. The data sharing statement form can be downloaded here.

 Meanwhile, as a member of the International Committee of Medical Journal Editors (ICMJE), we require clinical trials that began enrolling participants on or after January 1, 2019, to include a data-sharing plan in the trial’s registration. The ICMJE’s policy regarding trial registration is explained at [www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-](http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-) trial-registration.html. Should the data-sharing plan change after registration, this should be reflected in the statement submitted and published with the manuscript, and updated in the registry record.

 **3.7.3 Peer Review File**

 With a commitment to openness and accountability, and to increase the level of transparency throughout our peer review process, CDT has decided to implement a transparent peer review process as an option for all manuscripts submitted to the journal from April 15, 2020.

 The practice will see the inclusion of a “peer review file” (a record of reviewer reports and author replies) in the footnote of the corresponding article. The peer review file will be published online (only) along with the article.

 3.7.4 **Conflicts of Interest**

 All authors will be asked to fill in the ICMJE’s unified disclosure form (http://www.icmje.org/conflicts-of-interest/). Each author should submit a separate form and is responsible for the accuracy and completeness of the submitted information. The corresponding author should use the information in the form completed by each author to create the COI statement for the manuscript. The statement (but not the forms) must be included along with the submission. The statement should include the initials of the author along with the conflicts of interest. The following examples show the format in which the Conflicts of Interest statement should appear in the manuscript:

 “Conflicts of Interest: All authors have completed the ICMJE uniform disclosure form. The authors have no conflicts of interest to declare.”

 “Conflicts of Interest: All authors have completed the ICMJE uniform disclosure form. The other authors have no conflicts of interest to declare.”

 If the paper is accepted, the completed ICMJE’s unified disclosure forms will be required and will be published alongside the article.

 **3.7.5 Ethical statement**

 Statement #A is a must for every article, followed by statement #B.

 Statement #B should be described ①based on the type of experimental research and article type; ②both in the Methods section and the “Ethical Statement” section of Footnote.

 #A. (a Must) Statement for every article

 (a) Please note that all articles submitted to our journal must include an Ethical Statement in Footnote, containing the following wording: “The authors are accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.”

 (b) Where illustrations include recognizable individuals, living or deceased, great care must be taken to ensure that consent for publication has been given. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects from being recognized and the eyes and eyebrows (at a minimum) must be masked using Coarse Pixilation to make the individual unrecognizable.

 #B. (Based on research experiments type and article type)

 (a) Human Experiments

 For research involving human experiments, the article must include a statement that ethical approval was obtained (or a statement that it was not required and why), including the name of the ethics committee(s) or institutional review board(s), the number/ID of the approval(s), and a statement that the participants gave informed consent before taking part (or a statement that it was not required and why). Authors should also state that the study conformed to the provisions of the Declaration of Helsinki (as revised in 2013), available at: <https://www.wma.net/policies-post/wma-> declaration-of-helsinki-ethical-principles-for-medical-research-involving-human- subjects. For example:

 (For prospective experiments) Ethical Statement: The authors are accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. The trial was conducted in accordance with the Declaration of Helsinki (as revised in 2013). The study was approved by institutional/regional/national ethics/committee/ethics board of \*\*\*\*\*\*\* (NO.: the registration number of ethics board) and informed consent was taken from all individual participants.

 (For retrospective experiments) Ethical Statement: The authors are accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. The study was conducted in accordance with the Declaration of Helsinki (as revised in 2013). The study was approved by institutional/regional/national ethics/committee/ethics board of \*\*\*\*\*\*\* (NO.: the registration number of ethics board) and individual consent for this retrospective analysis was waived.

 (b) Animals Experiments

 For any experiments involving animals, the authors must indicate the nature of the ethical review permissions, relevant licenses (e.g. Animal [Scientific Procedures] Act 1986), and national or institutional guidelines for the care and use of animals by which the research was conducted. Describe this information in both the “Method” section and the “Ethical Statement” section on Footnote. For example:

 Ethical Statement: The authors are accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Experiments were performed under a project license (NO.: the license number) granted by institutional/regional/national ethics/committee/ethics board of \*\*\*\*\*\*\*, in compliance with \*\*\*\*\*\*\* national or institutional guidelines for the care and use of animals.

 (c) Case Report

In general, the submission of a Case Report should be accompanied by written consent from the subject (or their parent/guardian) before publication; this is particularly important where photographs are to be used or in cases where the unique nature of the incident being reported makes it possible for the subject to be identified. Authors should also state that the study conformed to the provisions of the Declaration of Helsinki (as revised in 2013), available at: https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects. Please describe this information in both the “Case Presentation” section and the “Ethical Statement” section on Footnote. For example:

Ethical Statement: The authors are accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee(s) and with the Helsinki Declaration (as revised in 2013). Written informed consent was obtained from the patient.

C. Additional Notes:

The Editorial Office may request copies of the informed consent documentation at any time. While the Editorial Board recognizes that it might not always be possible or appropriate to seek such consent, the onus will be on the authors to demonstrate that this exception applies in their case.

The Journal retains the right to reject any manuscript on the basis of unethical conduct in either human or animal studies.

**3.8 References**

Sources should be referenced according to the Vancouver reference style. In text references should be identified using numbers in round brackets. Where more than one number is required, they should appear consecutively [e.g., "cancer-related mortality (19)”; “adenocarcinoma (29,30)”]. References (including in the text, tables and figure legends) should be numbered consecutively and consistently according to the order in which they first appear in the text.

The titles of journals should be abbreviated according to the style used in Index Medicus. For reports with up to three authors, all the author names should be listed. However, if a report has more than three authors, the first three authors should be listed followed by “et al.”

McLeer-Florin A, Lantuéjoul S. Why technical aspects rather than biology explain cellular heterogeneity in ALK-positive nonsmall cell lung cancer. J Thorac Dis 2012;4:240-1.

Lin X, Li W, Lai J, et al. Five-year update on the mouse model of orthotopic lung transplantation: Scientific uses, tricks of the trade, and tips for success. J Thorac Dis 2012;4:247-58.

For other styles of publication or Internet articles, see http://www.nlm.nih.gov/bsd/uniform\_requirements.html.

Below are two examples for management of the reference:

a. If you manage references manually or in other way, you could refer to the reference example below:

Lin X, Li W, Lai J, et al. Five-year update on the mouse model of orthotopic lung transplantation: Scientific uses, tricks of the trade, and tips for success. J Thorac Dis 2012;4:247-58.

b. If you use “Endnote” (a commercial reference management software package produced by Clarivate Analytics, used to manage bibliographies and references when writing essays and articles), the reference style file for AME journals can be directly downloaded here: https://cdn.amegroups.cn/static/public/reference-style.ens.

**Tables**

Tables should be self-contained and complement, but not duplicate, the information contained in the text. All tables should be numbered consecutively in the order in which they are mentioned in the text. Each table should be on a separate page; tables must be typed and editable in a tabular format that is convenient for copyediting and typesetting; they should not be inserted as images. Please refer to the examples for different cases.

Each column must have an appropriate heading and, if measurements are given, the units should be provided in the column heading. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in this order), and \*, \*\*, \*\*\* should be reserved for P-values. Statistical measures such as SD or SEM should be identified in the headings.

If the tables have been reproduced from another source, a letter or permission from the copyright holder (usually the publisher) authorizing the reproduction of the material must be submitted as supplemental material along with the manuscript.

**Figures**

All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in the order in which they appear in the text. Magnifications should be indicated using a scale bar on the illustration. Please refer to the specification (file types, resolution, image size, file size etc.) for more detailed requirements.

If the figures have been reproduced from another source, a letter from the copyright holder (usually the publisher) authorizing the reproduction of the material must be attached to the covering letter.

Where illustrations include recognizable individuals, living or deceased, great care must be taken to ensure that consent for publication has been given. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects from being recognized and the eyes and eyebrows (at a minimum) must be masked using Coarse Pixilation to make the individual unrecognizable.

**Videos**

The journal will accept digital files in mp4, flash video (flv.), MPEG (MPEG video file), DVD video, mov., avi., and mwv. formats or videos on CD / DVD. Contributors are asked to be succinct, and the editorial office reserves the right to request a shorter video if necessary. Video files can be submitted online at: http://cdt.amegroups.com/pages/view/submit-multimedia-files.

Duration: Video files should be limited to 20 minutes.

**Quality**: Please set the video aspect ratio as 4:3 or 16:9 (widescreen). The original video should be of high quality with the resolution > = 1280\*720, the frame rate > = 24 frames per second and the bit rate > = 5 Mbps.

In-video text: All text notes, explanations, or descriptions, etc. in the video must be provided in English. The logo or watermark of the hospital / institution should not appear on screen. Any patient information should be erased from the video.

Video legends: Legends should be provided for the video files. The video files should be numbered consecutively in their order of reference in the text.

**Abbreviations and symbols**

Use only standard abbreviations; All abbreviations should be defined when they are first used in the text unless the abbreviation is a standard unit of measurement and a list of full terms should be provided in the manuscript.

**Supplementary appendix**

The Supplementary Appendix should be paginated, with a table of contents, followed by the list of investigators (if there are any), text (such as methods), figures, tables, and then references. The supplementary appendix should not be included in the article’s reference list.

The Appendix must be submitted in a Word file. The Appendix will not be edited for style. It will be presented online as additional information provided by the authors.

The published article will contain a statement that supplementary material exists online and will provide the reader with a URL and / or link. Refer to the following example for how to reference the supplementary appendix in the text of the article: “Many more regressions were run than can be included in the article. The interested reader can find them in a supplementary appendix online.”

**Equations**

Equations should be numbered sequentially with Arabic numerals; these should appear right in parentheses. All variables should appear in italics. Use the simplest possible form for all mathematical symbols. For example:

“a2+b2=c2” equations: normal text format.

All other equations: a graphic of the entire equation should be produced using MathType or the Microsoft equation editor and inserted into the main body of the text as an object.