



SUBMISSION CHECKLIST GUIDE

<input type="checkbox"/>	Instructions to Authors <ul style="list-style-type: none">Reviewed and understood the Philippine Journal of Allergy, Asthma and Immunology Instructions to Authors.
<input type="checkbox"/>	Cover Letter <ul style="list-style-type: none">Included cover letter as an attachment, with complete title of the work, list of all authors, clear identification of the corresponding author with complete contact information (institutional mailing address, work telephone, fax number, and work e-mail address)
<input type="checkbox"/>	Author Form <ul style="list-style-type: none">Ensured all authors are qualified as authors based on ICMJE authorship criteriaEnsured all authors have read and agreed to the Author DeclarationsEnsured all authors have disclosed all potential conflicts of interest where existingEnsured that all contents in the article that are not owned by the authors are either in the public domain/open access OR have written permission from the original owner for publication in the Philippine Journal of Allergy, Asthma and ImmunologySubmitted a scanned copy of the fully accomplished form
<input type="checkbox"/>	Informed Consent Form (for Case Reports/Series) OR Institutional Review Board Approval (for Original Studies) <ul style="list-style-type: none">Submitted a scanned copy of the fully accomplished form (Informed Consent Form for case reports/series OR Institutional Board Approval for original studies) <p><i>NOTE: If the subject for the case report/case series can no longer be contacted, the author/s should describe all attempts made to secure the Informed Consent.</i></p>
<input type="checkbox"/>	Title <ul style="list-style-type: none">Indicated the complete title of the manuscriptIncluded full names of the authors (First name, middle initial, and last name), appropriate titles based on educational/professional attainment, and name and location (region, province, country only) of not more than 1 institutional affiliation per authorIndicated if the study was presented in a conference, convention, or scientific meeting through a footnote stating the event's name, location, and date of presentation
<input type="checkbox"/>	Abstract <ul style="list-style-type: none">Provided an abstract conforming with the Instructions for Authors: structured for Original Articles, Review Articles: Objective/s, Methodology, Results, Conclusion; unstructured for Case Reports and Feature ArticlesDid not place cross references within the abstract
<input type="checkbox"/>	Keywords <ul style="list-style-type: none">Provided at least 5 keywords
<input type="checkbox"/>	Content <ul style="list-style-type: none">Provided text/content in IMRAD format (Introduction, Methodology, Results and Discussion, Conclusion)Made sure all abbreviations are spelled out once (the first time they are mentioned in the text) followed by the abbreviation enclosed in parenthesesMade sure all measurements and weights are expressed in SI unitsProvided information on institutional review board/ethics review committee approval
<input type="checkbox"/>	Funding Sources <ul style="list-style-type: none">Declared funding source/s for the study on which the manuscript is based.
<input type="checkbox"/>	Acknowledgments <ul style="list-style-type: none">Listed all contributors to the work who did NOT fulfill all of the authorship criteria.
<input type="checkbox"/>	References <ul style="list-style-type: none">Ensured that all references cited in the text are in numerical order using Hindu-Arabic numerals (Vancouver style)Ensured that all references followed the prescribed format



<input type="checkbox"/>	<p>Tables, Figures, Illustrations and Photographs</p> <ul style="list-style-type: none">• Ensured that all tables, figures, illustrations and photographs are cited in the text, in numerical order per type• Placed all tables after the references• Provided separate files for figures and illustrations with clear file names for reference• Provided a title and legend (if appropriate) for each table• Provided a title, legend (if appropriate), and caption for each figure and illustration• Written approval to use above if from previous studies <p><i>NOTE: If table, figure, or illustration is adapted, state so, include the reference and permission for use of the item.</i></p>
<input type="checkbox"/>	<p>EQUATOR Reporting checklist based on study design</p> <ul style="list-style-type: none">• When the reporting guideline requires a checklist, an accomplished checklist must be submitted concomitantly with the manuscript (e.g., CONSORT for manuscripts based on clinical trials, CARE for case reports, PRISMA for systematic reviews, STROBE for observational studies, et cetera)