**Rhinology Online Editorial Policies – Article Checklist**

|  |  |  |
| --- | --- | --- |
| **Reporting guidelines** | Original article – Clinical and randomized trials: [CONSORT](http://www.consort-statement.org/)Review: [PRISMA](http://www.prisma-statement.org/)Case report / Case history: [CARE](Microsoft%20Word%20-%20CAREchecklist-English.docx%20%28squarespace.com%29)Study protocol: [SPIRIT](SPIRIT-Checklist-download-8Jan13.doc%20%28live.com%29) |  |
| Each manuscript must include a 'Declarations' section before the References list, including the following subheadings where relevant. |
| **Authorship contribution** | The individual contributions of authors to the manuscript should be specified in this section.Use initials to refer to each author's contribution, e.g. "WJ wrote the protocol and collected the patient data, PH analyzed and interpreted the patient data. All authors read and approved the final manuscript." |  |
| **Acknowledgements** | Anyone who contributed towards the article who does not meet the criteria for authorship, e.g. anyone who provided professional writing services or materials.Authors should obtain permission to acknowledge from all those mentioned.Group authorship (for manuscripts involving a collaboration group): in order for names of the individual members of a collaboration Group to be searchable through their individual PubMed records, the title of the collaboration Group should be included on the title page and in the submission system and collaborating author names should be listed in the last paragraph of the 'Acknowledgements' section. Format: First Name, Middle initial(s) (optional), Last Name. Can also add institution or country information for each author – should be consistent across all authors.(Individual names may not be present in the PubMed record at the time a published article is initially included in PubMed as it takes PubMed additional time to code this information.) |  |
| **Funding** | All sources of funding for the research reported should be declared. The role of the funding body in the design of the study and collection, analysis, and interpretation of data and in writing the manuscript should be declared. |  |
| **Ethics approval and consent to participate***NB. May appear in the Methods section* | Manuscripts reporting studies involving human participants, human data or human tissue must:* include a statement on ethics approval and consent (even where the need for approval was waived)
* include the name of the ethics committee that approved the study and the committee's reference number if appropriate

Studies involving animals must include a statement on ethics approval.  |  |
| **Consent for publication***NB. May appear in the Methods section* | If the manuscript contains any individual person's data in any form (including individual details, images or videos), consent for publication must be obtained from that person, or in the case of children, their parent or legal guardian. All presentations of case reports must have consent for publication.The consent form should contain a signature of the patient/parent/ guardian/relative. Form not required on submission, but we can request to see a copy at any stage (including after publication). Consent form should be kept in the patient's case files. The manuscript reporting this patient's details should state: 'Written informed consent for publication of their clinical details and/or clinical images was obtained from the patient/parent/guardian/relative of the patient. A copy of the consent form is available for review by the Editor of this journal.’ |  |
| **Availability of data and material***NB. May appear in the Methods section* | *Rhinology Online* strongly encourages that all datasets on which the conclusions of the paper rely should be available to readers. We encourage authors to ensure that their datasets are either deposited in publicly available repositories (where available and appropriate) or presented in the main manuscript or additional supporting files whenever possible.All manuscripts must include an 'Availability of data and materials' statement. Should include information on where data supporting the results reported in the article can be found including, where applicable, hyperlinks to publicly archived datasets analysed or generated during the study. By data we mean the minimal dataset that would be necessary to interpret, replicate and build upon the findings reported in the article. We recognise it is not always possible to share research data publicly, for instance when individual privacy could be compromised, and in such instances data availability should still be stated in the manuscript along with any conditions for access.Data availability statements can take one of the following forms (or a combination of more than one if required for multiple datasets):* The datasets generated and/or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS].
* The datasets used and/or analysed during the current study are available from the corresponding author on reasonable request.
* All data generated or analysed during this study are included in this published article [and its supplementary information files].
* The datasets generated and/or analysed during the current study are not publicly available due [REASON WHY DATA ARE NOT PUBLIC] but are available from the corresponding author on reasonable request.
* Data sharing is not applicable to this article as no datasets were generated or analysed during the current study.
* The data that support the findings of this study are available from [third party name] but restrictions apply to the availability of these data, which were used under license for the current study, and so are not publicly available. Data are however available from the authors upon reasonable request and with permission of [third party name].
* Not applicable. If your manuscript does not contain any data, please state 'Not applicable' in this section.

Data citations should include a persistent identifier (such as a DOI) and should ideally be included in the reference list. Citations of datasets, when they appear in the reference list, should include the minimum information recommended by DataCite and follow journal style. Dataset identifiers including DOIs should be expressed as full URLs. |  |
| **Conflict of interest** | All financial and non-financial competing interests must be declared in this section.Use the authors initials to refer to each author's competing interests.If there are no competing interests, state "The authors declare that they have no competing interests."NB. Should be a separate statement and not included in the (optional) Authors’ information text. |  |