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All clinical trials should be registered in a public trials registry at or before the time of first patient enrollment as a CONDITION for publication in the Philippine Journal of Otolaryngology Head and Neck Surgery. The ICMJE defines a clinical trial as any research project that prospectively assigns people or a group of people to an intervention, with or without concurrent comparison or control groups, to study the cause-and-effect relationship between a health-related intervention and a health outcome. Health-related interventions are those used to modify a biomedical or health-related outcome; examples include drugs, surgical procedures, devices, behavioural treatments, educational programs, dietary interventions, quality improvement interventions, and process-of-care changes. Health outcomes are any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events.

We accept registration in the Philippine Health Research Registry (PHRR) http://registry.healthresearch.ph, a publicly-available database of newly-approved health researches from 2012 onwards, or in any registry that is a primary register of the WHO International Clinical Trials Registry Platform (ICTRP) (http://www.who.int/ictrp/network/en/), or in ClinicalTrials.gov, which is a data provider to the WHO ICTRP. Registration should be made immediately after Institutional Review Board or Ethics Review Board approval is obtained.

**TITLE PAGE**

The title page should include:

1. The title of the article, which should be informative and concise, usually limited to 150 characters. The title should fully reflect the contents of the article and include keywords that will make electronic retrieval both sensitive and specific.

2. Full name of each author (given, middle initial, last) with highest academic degree(s) and the name and address of the department(s) / institution(s) with which each author is affiliated or to which the work should be attributed.

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5. Disclosure, including financial or funding support (including grants, equipment, drugs). Provide the agency or company name and...
location, fellowship name, and grant number.

6. The number of tables and figures. It is difficult for editorial staff and reviewers to tell if the tables and figures that should have accompanied a manuscript were actually included unless the numbers of figures and tables that belong to the manuscript are noted on the title page.

7. List of meeting(s) where the material has been previously presented or is under consideration for presentation. Indicate name, place, date of meeting and any prizes or awards (if presented in a contest).

**ABSTRACT AND KEYWORDS**

A structured abstract should provide the context or background for the study and state the study’s purposes, basic procedures (selection of study participants or laboratory animals, settings, measurements, observational and analytical methods), main findings (giving specific effect sizes and their statistical and clinical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations; note important limitations without overinterpreting findings, and reflect the content of the article. Generally, it should have the following headings:

1. **Objective**: State the purpose or objective of the study.
2. **Methods**: Generally, the following are included:
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3. **Results**: Summary of principal outcome measures or data obtained, accompanied by data with confidence intervals and levels of statistical significance when applicable.
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The following sections should generally be included:

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2. **Methods**: should only include information available at the time the study plan or protocol was written; all information obtained during the course of the study belongs in the Results section. Provide sufficient detail to permit replication by others. Generally, it should contain the following:
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   c. **Subjects or Participants**: Number of patients, selection procedures, eligibility and exclusion criteria, randomization procedure, masking. Do not use patient’s names, initials, or hospital numbers. For studies involving human participants, indicate whether Institutional Review Board (IRB) / Ethics Committee approval was granted (indicating the approval number), if procedures were in accord with the Helsinki Declaration revised in 2013 (https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/), and whether informed consent was obtained. In addition to informed consent from parents or legal guardians, state whether assent was obtained from pediatric participants. For animal subjects, indicate whether the institution’s or National Research Council’s guide for the care and use of laboratory animals were followed.
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1. In the text, tables and legends references should be indicated using Arabic numerical superscripts, numbered consecutively beginning with 1, and corresponding to their listing at the end of the manuscript. For instance:

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   Previous studies\textsuperscript{2-3} have alerted physicians to special issues associated with airway problems in children of hearing-impaired parents or caregivers.

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   **Database unique identifier (PMID, DOI, PII) for the citation:**


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   21st century heart solution may have a sting in the tail. BMJ. 2002;325(7357):184.

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2. **Manuscripts are neatly prepared** in correct U.S. English using Microsoft Word, RTF or Word Perfect software on A4 format in Times New Roman font size 12, double spaced, with a 1 inch margin on all sides. If the MS Word “Track Changes” tool has been used in manuscript preparation, all changes in the document have been accepted and the “Track Changes” feature has been turned off before submission. Citations and references are typed manually (i.e., do NOT use automatic numbering or tools such as EndNote).

3. **Manuscripts are correctly ordered** as follows: (1) title page (2) abstract including keywords and laymanized version (3) text – introduction, methods, results, discussion (4) acknowledgements (5) references (6) tables (7) figure legends and (8) individual figures (each attached separately in jpeg format). The pages of the manuscript are numbered consecutively, beginning with the title page as page one.

4. **Submission Metadata matches** elements from part (1) title, authors and affiliations, and (2) abstract and keywords – in Step 2 (Entering the Submission’s Metadata) of the 5-step online submission process. Following this, Parts (1) to (7) have been fully uploaded under Step 3 (Upload Submission) portion. Each figure (8) has been uploaded separately as a supplementary file. The author statement forms have also been uploaded separately as supplementary files.

5. **Instructions to Authors** detailed in this section have been fully complied with.