PHILIPPINE JOURNAL OF OTOLARYNGOLOGY-HEAD AND NECK SURGERY



AUTHOR FORMS

Each author must read and sign (1) the authorship criteria and responsibility statement; (2) the conflict of interest disclosure statement; and (3) the copyright transfer statement. For additional co-authors, extra copies of this document should be accomplished. Author forms should be scanned and accompany your submitted manuscript. No manuscript will be reviewed or processed without author forms.

Manuscript title:

Authors in order of listing (last name followed by initials of first and middle names): ____

Authorship statement (all authors): I have participated sufficiently in the (1) a. conception or design of the work, or b. acquisition, or c. analysis and interpretation of data for the work; AND (2) a. drafting or b. reviewing the manuscript critically for important intellectual content; AND (3) Final approval of the version to be published; AND (4) Agree to be 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. I believe the manuscript represents original, honest work and I assume responsibility for the completeness, validity and reliability of all manuscript data. Neither this manuscript nor one with substantially similar content has been published or is being considered for publication elsewhere, unless described in an attachment to this statement.

Author signature(s)	Printed name(s)	Date signed	Contribution (check all that apply) 1 a b c 2 a b 3 3 4 4	Attachment

Disclosure statement (all authors). I certify that this manuscript is not sponsored directly or indirectly by a pharmaceutical, medical equipment or instrument company, public relations firm or other commercial entity, except as disclosed in an attachment to this statement. I certify that neither I nor any immediate family member currently has a financial or other interest in or arrangement with any person or organization that may have a direct interest in the subject matter of this manuscript, or any product used or cited in this study, except as disclosed in an attachment to this statement [Financial interest or arrangement here includes but is not limited to the following: financial support, assistance with manuscript preparation, honoraria, consultancies, grant receipt, research support, stock holdings, speakers bureau listing, advisory board membership, employment or other material support. Other interests include intellectual passion, personal relationships, political or religious beliefs and institutional affiliation].

Author signature(s)	Printed name (s)	Date signed	Attachment

Copyright transfer (all authors; where the work is not protected by a copyright act e.g. US federal employment at the time of manuscript preparation, and there is no copyright of which ownership can be transferred, a separate statement is hereby submitted by each concerned author). In consideration of the action taken by the Philippine Journal of Otolaryngology Head and Neck Surgery in reviewing and editing this manuscript, I hereby assign, transfer and convey all rights, title and interest in the work, including copyright ownership, to the Philippine Society of Otolaryngology Head and Neck Surgery, Inc. (PSOHNS) in the event that this work is published by the PSOHNS. In making this assignment of ownership, I understand that all accepted manuscripts become the permanent property of the PSOHNS and may not be published elsewhere without written permission from the PSOHNS unless shared under the terms of a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND 4.0) license.

Author signature(s)	Printed name (s)	Date signed	Statement

Acknowledgement (corresponding author only): On behalf of all authors, I certify that IRB or ERB approval and informed consent (and assent, if applicable) have been obtained, and clinical trial registry (if applicable) has been complied with. All manuscript data is complete, valid and reliable, and available for verification with copies of written permissions to reproduce published material, to use illustrations or report information about identifiable people, and to name people for their contributions. All persons who made substantial contributions to the work reported in the manuscript, including those who provided editing, writing and technical assistance, but are not authors, are named in the Acknowledgement section of the manuscript and have given me their written permission to be so named. Absence of an acknowledgement section in the manuscript means the authors did not receive any substantial contributions from non-authors.

Corresponding author signature Printed name

Date signed