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5. Manuscripts should be ordered as follows: (1) title page (2) abstract including keywords (3) text (4) acknowledgements (5) references (6) tables (7) figure legends and (8) individual figures (each attached separately in .jpeg format). Number the pages of the manuscript consecutively, beginning with the title page as page one. Elements from part (1) authors and affiliations title and (2) abstract and keywords should be copied and pasted separately in the appropriate spaces under Step 2 (Entering the Submission's Metadata) of the 5-step submission process. Following this, Parts (1) to (7) should be fully uploaded under Step 3 (Upload Submission) portion. However, each figure (8) should be uploaded separately as a supplementary file. The author statement forms should also be uploaded separately as supplementary files.

6. Authors can check the progress of their submissions online and should respond to all requests from the editor in a timely manner. Non-response after repeated communications from the editorial office may disqualify a submission from further processing.

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For purposes of transparency and scientific integrity, authors must provide a statement in the manuscript submission on the availability of data. One of the following data availability and sharing statements may be selected:

- Datasets generated and analyzed are included in the published article.
- No datasets were generated or analyzed for this study.
- Datasets for the study are publicly available in the data repositories* listed.
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All clinical trials should be registered in a public trials registry at or before the time of first patient enrolment 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) <https://registry.healthresearch.ph/index.php/registry>, 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) <https://www.who.int/clinical-trials-registry-platform>, such as ClinicalTrials.gov <https://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.

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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

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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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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:
 - a. **Study Design:** use phrases such as randomized or nonrandomized clinical trial, case-control or cross-sectional study, cohort study, case series or report, systematic review, meta-analysis, review, experimental study, historical manuscript.
 - b. **Setting:** Multicenter, Institution (Tertiary Private Hospital; Tertiary Government Hospital), Clinical Practice
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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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TEXT

The following sections should generally be included:

1. **Introduction: without a heading,** provide a context and brief background for the study, giving only pertinent references in the literature review. State the gap or nature of the research problem and its significance, major hypothesis or rationale, and objectives or purpose of the study or observation.
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:

- a. **Study Design:** use phrases such as randomized or nonrandomized clinical trial, case-control or cross-sectional study, cohort study, case series or report, systematic review, meta-analysis, review, experimental study, historical manuscript. Additional modifiers may be used (e.g. retrospective, prospective, double-masked). Where applicable, reporting guidelines (such as CONSORT, STROBE, PRISMA, STARD, SRQR, AGREE, CARE) should be followed, and may be accessed from the EQUATOR Network, available from: <https://www.equator-network.org>
- b. **Setting:** Multicenter, Primary, Secondary, Tertiary, Public or Private, Hospital, University Hospital or Clinical Practice (e.g. Tertiary Public University Hospital)
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2. Manuscripts include an appropriate data availability and sharing statement, identifying the repository where deposited datasets are available, bearing a persistent identifier (Digital Object identifier or DOI; or accession number), and publicly available through at least a CC-BY-4.0 license.

3. 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).

4. 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.

5. 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.

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