



Submission Guidelines

1. Article type and format

- a. Multiple article types will be considered for publication and are listed below.
- b. Baseline requirements for any journal submission, regardless of submission type, is listed below. Additional requirements and instructions dependent upon submission type can be found in the subsections below.

c. For all submissions include the following:

1. Cover letter (maximum 1 page)

- a. This provides the opportunity to briefly outline the purpose of your submission and why you believe it is a good fit for the journal. You should also provide a brief summary (2-3 sentences) of the main message for your submission and how it contributes to field of interest.

2. Title Page: A title page consisting of the following components in this order:

- a. Manuscript Title
- b. List of authors with terminal degree and with affiliation in superscript
- c. Author affiliations
 - i. Affiliations should reflect where the work was performed (keep in mind some authors have multiple affiliations and not all of them are associated with where the work was performed)
- d. Corresponding author information including name and email address
- e. Abstract (unstructured 300-500 words)
- f. Keywords (Maximum 5)
- g. Word count not including references.

3. Reference Page

- a. This will be ordered in the end of the submission document
- b. Formatted according to AMA 11th edition guidelines. Find more information on AMA citation style using NEOMED Library's citation resources webpage here: <https://libraryguides.neomed.edu/citing/ama>

d. Original Research

1. Original research, clinical or basic science, that contributes to the field of interest. Findings do not need to be "significant," but rather the research should address relevant questions in the field and provide scientifically rigorous results.
2. Word limit: 4,000 words **not** including figure legends, title page, abstract, or references.
3. Manuscript layout order:
 - a. Title page
 - b. Introduction
 - i. Provide context to the field (this could include background of the area study, gap in the field, proposed studies and the outcome/summary of the results)
 - c. Methods including the following:
 - i. IRB and/or IACUC approval statement. If research did not require either, state this. If animals were used, provide an animal welfare statement as well.

- ii. Statistical and power analysis section detailing the software program utilized, the statistical analysis, and any corrections that were made (i.e., Bonferroni).
- d. Results
- e. Discussion
- f. Conclusions
- g. References
- h. Acknowledgements
- i. Conflicts of Interest
- j. Author contributions
 - i. Briefly specify (1 sentence maximum) how each author contributed to the work, such as but not limited to:
 - 1. Study Design
 - 2. Data collection
 - 3. Data analysis
 - 4. Manuscript preparation
 - 5. Manuscript review

e. Review or Meta-Analysis

1. **Review:** A manuscript focused on analyzing a topic through analysis of previously published works. Reviewers should seek to address topics that are of interest to the journal's audience
2. **Meta-Analysis:** A manuscript focused on pulling and analyzing results from multiple scientific studies on the same research question with the overall goal to reach a general consensus on the topic in question
3. Word limit: 3,000 words **not** including figure legends, title page, abstract, or references.
4. Manuscript layout order:
 - a. Title page
 - b. Introduction
 - c. Methods (optional)
 - i. Description of how articles were chosen such as keyword, inclusion/ exclusion criteria, etc.
 - d. Body
 - i. Sub-sectioned as preferred by author(s)
 - e. Conclusion
 - f. References
 - g. Acknowledgements
 - h. Conflicts of Interest
 - i. Author contributions
 - i. Briefly specify (1 sentence maximum) how each author contributed to the work, such as but not limited to:
 - 1. Study Design
 - 2. Data collection
 - 3. Data analysis
 - 4. Manuscript preparation
 - 5. Manuscript review

f. Case Report

1. A succinct presentation of a clinical case that highlights author insights into a disease and/or case management
2. Word limit: 1,500 words not including figure legends, title page, abstract, or references

3. Case reports require written documentation, upon submission, of patient consent and must not contain patient identifiers. Further, case reports **must** be conducted under the supervision of a clinical faculty member that is listed as a co-author.
4. Manuscript layout:
 - a. Title page
 - b. Introduction (case presentation)
 - c. Main body
 - d. Discussion
 - i. Include learning points for readers
 - e. References
 - f. Acknowledgements
 - g. Conflicts of Interest
 - h. Author contributions
 - i. Briefly specify (1 sentence maximum) how each author contributed to the work, such as but not limited to:
 1. Study Design
 2. Data collection
 3. Data analysis
 4. Manuscript preparation
 5. Manuscript review

g. Perspective piece

1. An opinion-based article that can cover a diverse range of topics where the author has a unique insight or perspective that is informational or interesting to the journal audience
2. Word limit: 1500 words not including figure legends, title page, abstract, or references
3. Manuscript layout order:
 - a. Title page
 - b. Body
 - i. Sectioned as preferred by author(s)
 - c. References
 - d. Acknowledgements
 - e. Conflicts of Interest
 - f. Author contributions
 - i. Briefly specify (1 sentence maximum) how each author contributed to the work, such as but not limited to:
 1. Study Design
 2. Data collection
 3. Data analysis
 4. Manuscript preparation
 5. Manuscript review

h. Letter-to-the editor

1. A brief, highly focused letter that either responds to a previous publication in the journal, provides commentary on the journal itself (policies, history, etc.), or highlights specific medical, scientific or general areas of interest where the author has strong opinions of interest to the journal's audience.
2. Word limit: 1,000 words not including figure legends, title page, abstract, or references

i. Art and Humanities

1. A submission focused on incorporating the arts and humanities into science and medicine.

2. Examples of acceptable submissions include original pieces of art (drawings, prints, paintings, photography), original pieces of literature (poems), and written reflectance on pieces of art and/or literature in medicine.
 - a. Please note the journal will not be able to publish any previously copyrighted works
3. Written pieces word limit: 750 words
4. Image based submission: 1 image scaled to fit within a 6.5 inch by 9-inch page frame

2. Figures

- a. Figures should be numbered in the numerical order they are referenced in the main text (Figure 1, Figure 2, Figure 3, etc.)
- b. Subsections of figures should be labeled in alphabetical order in regard to the order they are referenced in the main text (Figure 1a, Figure 1b, etc.)
- c. Figure legends should be brief and include a concise first sentence explaining the primary message of the figure.
- d. If figures are borrowed from other publications, please respect the original source's copyright status (such as requesting written permission to re-publish if required by the source) as well as make sure to properly cite the figure/image source in the legend.

3. Tables

- a. Tables follow the same rules as figures (see above)
- b. Tables are to be numbered separately from figures. For example, if the first table comes after figure 3 in the manuscript, it should be labeled "Table 1"

4. Supported Formats

- a. Text submissions will be submitted in a Microsoft word compatible file type (.docx).
- b. Text will be in Arial font, size 11.
- c. Figures, tables, graphics, and legends will be embedded in the primary manuscript txt submission file as well as provided as individual files.
 - i. For high quality image publication, we recommend submitting figures in .tiff files with a minimum of 300dpi resolution. Other acceptable formats include .jpg, .png, and .pdf formats.
- d. There is no hard file size limit for submissions, but remain mindful of what can easily be sent through email. Files larger than 50mb may be difficult to share.

5. Supporting/supplemental Information

- a. Additional information to not appear in the primary manuscript publication should be submitted as a separate document labeled as supporting/supplemental information. Examples of supporting information include but are not limited to:
 - i. Additional figures and tables that will not be in the main manuscript
 - ii. Excel files containing data (genomic data, RNA Seq, etc.)
 - iii. Survey documents, questionnaires, clinical guideline sheet, etc.