

# Instructions for authors

*Translation: The University Of Toledo Journal Of Medical Sciences* is the online journal launched by the University of Toledo. Manuscripts will be considered on the understanding that they report original work and are not under consideration for publication by any another journal. The journal publishes original articles reporting experimental results of basic or clinical research, case reports, and reviews. In most cases, a decision on acceptance will be made within 2 weeks of receipt. The manuscript will be evaluated by two reviewers based on the results presented in its original submission. At this moment, there are no publication charges. This will provide an opportunity for medical students, graduate students, residents, fellows, and faculty to publish research observation in a timely manner.

**Publication schedule:** Accepted articles will be posted as they complete the review and approval process.

## MANUSCRIPT PREPARATION

**Cover letter:** According to journal policies outlined below, discuss potential reviewer conflicts of interest in your cover letter, suggest appropriate outside reviewers and include IRB or IACUC approval numbers, or letter of exemption. Also, include written permission for reprinting tables or figures, copies of any published material that could be considered duplicative.

**Format:** Set paragraph format to double-spaced, leaving 1-inch margins. Number all pages, including the title page.

**Authorship:** All authors listed in the manuscript must have participated in the design or analysis of the project. In addition, all authors must review the final text and be prepared to take public responsibility for its content. Other individuals who made contributions should be included in the acknowledgments; the author should get their permission to be acknowledged before the manuscript is submitted.

**Style issues:** Use generic names for drugs; capitalize any trade names when they are used. Spell out all abbreviations on first usage. The journal follows the style guide of the American Medical Association. Prospective authors are encouraged to read the "Authors' submission toolkit: A practical guide to getting your research published" (available at *Current Med Res & Opinion* 2010; 26(8):1967-1982.). The toolkit summarizes tips and best practices to increase awareness of editorial requirements, submission processes, publication ethics, peer review, and effective communication with editors.

## PAPERS REPORTING EXPERIMENTAL RESULTS OF BASIC OR CLINICAL RESEARCH

**Title page:** Include on the first page the article's title; the authors' names, highest degree(s), and affiliations.

**Shortened Title:** No more than 50 characters including spaces.

**Keywords:** No more than 5 key words.

**Abstract:** Provide a structured one-paragraph double spaced abstract of 150 to 300 words, no references in this section.

**Footnote/acknowledgements:** Provide role of each author in design of research and preparation of the manuscript; name, address, e-mail address, and phone number of the corresponding author; conflicts of interest if any; include information on IRB or IACUC approval if appropriate, or exemption; acknowledge any grant support.

**Introduction:** Ideally not more than 3 pages. This section should include relevant information.

**Materials and methods:** This section must include sufficient information to allow others to repeat experiments. Provide information with full name of supplier and address, or any modification to original protocol. Provide information on manufacturers/suppliers/software/all reagents used with the corresponding kit number/model/version if available.

Manufacturers/suppliers/software details need to be provided for all reagents used (including chemicals), instruments (e.g. thermal cyclers, microscopes, etc.), and software, ideally accompanied by the corresponding kit number/model/version.

It is important to explain how bacterial strains/cells/tissue were collected, handled and stored, and where they were from, provide the name and supplier. For studies on human subject only a minimum of information must be included such as: number of subjects, age range, gender, health status.

For statistical analyses if used provide at least: what statistical analyses have been used, the n number for each analysis, the actual P-value for each test. The word 'significant' should only be used when referring to statistically significant results, with the relevant P-value.

## Results

## Discussion

## Conclusion

**References:** Number references according to the order in which they are cited in the text and type them double-spaced at the end of the manuscript. Do not use the footnote or endnote functions of word processing software—i.e., numbers in the text should be on line and in parentheses, such as (14, 16, 17). The references should conform to the following style, listing at most 3 authors:

Journal article: Jiang X, Chen S, Asara JM, Balk SP (2010) Phosphoinositide 3-kinase pathway activation in phosphate and tensin homolog (PTEN)-deficient prostate cancer cells is independent of receptor tyrosine kinases and mediated by the p110beta and p110delta catalytic subunits. *J Biol Chem* 285(20):14980-14989.

Book chapter: Urschel HC Jr. Thoracic outlet syndromes. In Cameron JL, Cameron AM, eds. *Current Surgical Therapy*, 10th ed. Philadelphia: Elsevier Saunders, 2010:834-841.

Personal communications and unpublished data should be identified in parentheses in the text. Authors using End-Note or Reference Manager should select the corresponding JAMA style file.

**Tables and figures:** Number tables and figures in the order in which they are discussed in the text. Include callouts in the text for location. Tables should be created using a word processor table function, and placed at the end of the document with legends, one per page. Complex tables should also be submitted as .pdf image files. Provide enough details in titles, footnotes, and legends so that the tables and figures can be understood apart from the text.

Halftone and color images should be saved through PhotoShop in PDF or PNG for high-resolution printing. Figures should not be inserted or embedded into the manuscript document; rather, they should be saved and attached as separate files. Contact the editorial office for assistance in preparing high quality graphs and diagrams or for referrals for medical illustration.

## CASE REPORTS

**Title page:** Include on the first page the article's title; the authors' names, highest degree(s), and affiliations.

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**Footnote/acknowledgements:** Provide role of each author in design of research and preparation of the manuscript; name, address, e-mail address, and phone number of the corresponding author; conflicts of interest if any; include information on IRB or IACUC approval if appropriate, or exemption; acknowledge any grant support.

**Introduction and patient information:** Age, gender, ethnicity if relevant, related medical problem(s) if any. Patient's privacy must be protected and only the information that is medically relevant is permitted.

## Objectives for case reporting

### Case report

### Discussion

### Conclusion

**References:** Number references according to the order in which they are cited in the text and type them double-spaced at the end of the manuscript. Do not use the footnote or endnote functions of word processing software—i.e. numbers in the text should be on line and in parentheses, such as (14, 16, 17). The references should conform to the following style, listing at most 3 authors:

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Personal communications and unpublished data should be identified in parentheses in the text. Authors using EndNote or Reference Manager should select the corresponding PNAS style file.

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Halftone and color images should be saved as PDF or PNG files, in high resolution (600dpi). Figures should not be inserted or embedded into the manuscript document; rather, they should be saved and attached as separate files.

## REVIEW ARTICLES

**Title page:** Include on the first page the article's title; the authors' names, highest degree(s), and affiliations.

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**Keywords:** No more than 5 key words.

**Abstract:** Provide a structured one-paragraph double spaced abstract of 150 to 300 words, no references in this section.

**Footnote/acknowledgements:** Provide role of each author in design of research and preparation of the manuscript; name, address, e-mail address, and phone number of the corresponding author; conflicts of interest if any; include information on IRB or IACUC approval if appropriate, or exemption; acknowledge any grant support.

These papers may have different sections relevant to the subject of review but must end with conclusions.

**References:** Number references according to the order in which they are cited in the text and type them double-spaced at the end of the manuscript. Do not use the footnote or endnote functions of word processing software—i.e. numbers in the text should be on line and in parentheses, such as (14, 16, 17). The references should conform to the following style, listing at most 3 authors:

Journal article: Jiang X, Chen S, Asara JM, Balk SP (2010) Phosphoinositide 3-kinase pathway activation in phosphate and tensin homolog (PTEN)-deficient prostate cancer cells is independent of receptor tyrosine kinases and mediated by the p110beta and p110delta catalytic subunits. *J Biol Chem* 285(20):14980-14989.

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## MANUSCRIPT SUBMISSION

First time users must register as an author.

Paper should be submitted as a Microsoft Word document through the current journal site:

<http://utdr.utoledo.edu/translation/>

## MANUSCRIPT PROCESSING

**Peer review:** All manuscripts are subject to peer review by two experts in the field. At the time of manuscript submission, authors may suggest appropriate outside reviewers.

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