SUBMISSION OF MANUSCRIPTS TO THE MEDICAL JOURNAL

The Medical Journal, United States Army Medical Center of Excellence (MEDCoE), is published quarterly and serves to expand knowledge of domestic and international military medical issues and technological advances; promote collaborative partnerships among the Services, components, Corps, and specialties; convey clinical and health service support information; and provide a professional, high quality, peer-reviewed print medium to encourage dialogue concerning health care issues and initiatives.

REVIEW POLICY

All submissions must be vetted (PAO, OPSEC, etc) and peer-reviewed (content) by authors' own organizations prior to submitting to *The Medical Journal*. Submissions will be reviewed by the journal's review board and, if required, forwarded to appropriate subject matter expert(s) for further review and assessment.

IDENTIFICATION OF POTENTIAL CONFLICTS OF INTEREST

- 1. Related to individual author's commitments: Each author is responsible for full disclosure of all financial and personal relationships that might bias the work or information presented in the manuscript. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Authors should do so in the manuscript on a conflict-of-interest notification section on the title page, providing additional detail, if necessary, in a cover letter accompanying the manuscript.
- 2. Assistance: Authors should identify Individuals who provide peer-review, writing, or other assistance and disclose the funding source for this assistance, if any.
- 3. Investigators: Potential conflicts must be disclosed to study participants. Authors must clearly state whether they have done so in the manuscript.
- 4. Related to project support: Authors should describe the role of the study sponsor, if any, in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit the report for publication. If the supporting source had no such involvement, the authors should so state.

PROTECTION OF HUMAN SUBJECTS AND ANIMALS IN RESEARCH

When reporting experiments on human subjects, authors must indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

GUIDELINES FOR MANUSCRIPT SUBMISSIONS

- > Submit articles electronically, as either a Microsoft (MS) Word document or portable document format (PDF), via email attachment (with illustrations, etc).
- > Original files for Illustrations, graphics, and photos must be sent in their original format, separately from the text file.
- Manuscripts should be no longer than 24 double-spaced pages. Exceptions will be considered on a case-by-case basis.
- The American Medical Association (AMA) Manual of Style governs formatting for submissions. All articles should conform to those guidelines as closely as possible. Abbreviations/acronyms should be limited as much as possible.
- A complete and accurate list of all references cited in the article <u>must</u> be provided with the manuscript. The following is a synopsis of the American Medical Association reference format:
 - Reference citations of published articles must include the authors' surnames and initials, article title, publication title, year of publication, volume, and page numbers.
 - Reference citations of books must include the authors' surnames and initials, book title, volume and/or edition if appropriate, place of publication, publisher, year of copyright, and specific page numbers if cited.
 - Reference citations for presentations, unpublished papers, conferences, symposia, etc, must include as much identifying information as possible (location, dates, presenters, sponsors, titles).
 - > Supporting graphics can be either black and white or color; however, color produces the best print quality. Avoid excessive use of multiple colors and shading in tables/figures. Digital graphics and photos (JPG, GIF, BMP) must be press quality (minimum 300 dpi). Please do not send embedded photos. Images submitted on slides, negatives, or copies of X-ray film will not be published.
 - > Authors' names, ranks or academic/certification credentials, titles, positions, current unit of assignment, and contact information <u>must</u> be included on the title page of the manuscript.
 - View previously published articles at https://medcoe.army.mil/the-medical-journal.
 - Ensure PAO/OPSEC approval is included with your submission.

CONTACT THE JOURNAL:

EMAIL ELECTRONIC SUBMISSIONS:

usarmy.jbsa.medical-coe.list.amedd-journal@army.mil

Commercial: 210-221-6301

DSN: 471-6301