

Instructions for Authors

The Executive Committee of the International Journal of Medical Students.

The International Journal of Medical Students is a peer-reviewed open-access scientific journal, created to give a voice to the thousands of medical students worldwide, who actively participate in research and who contribute with their actions to the development of better science and medical progress. The International Journal of Medical Students follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, issued by the International Committee for Medical Journal Editors, and the Committee on Publication Ethics (COPE) code of conduct for Editors.

How to submit the manuscripts?

The *International Journal of Medical Students* will only receive manuscripts that follow all the following requirements.

Authors

At least one author of the manuscript must be:

- A current medical student in any University in the world.
or
- A physician up to two years after graduation.

Article Templates

Authors must submit the manuscript using the Articles Template, available at:

<http://ijms.info/journal/templates-for-manuscripts>

If the manuscript is not in this format, it will be rejected automatically.

Forms & Statements

Authors must submit these two documents, in addition to the manuscript:

- *Authors Signature Form.*
- *Form for Disclosure of Potential Conflicts of Interest.*

If the manuscript is a Case Report, a third document must be included:

- *Patient Consent Form.*

All documents must be sent in PDF format, however, if you have problems in exporting PDF files, you can embed images in a Microsoft Office Word® file.

These Forms are available at:

<http://ijms.info/journal/forms>

Unpublished material

Manuscripts submitted to the *International Journal of Medical Students* must not have been submitted to any other Journal. If the manuscript is under review, accepted or published in another Journal, please refrain from submitting it to the *International Journal of Medical Students*. If any member of the *Executive Committee* or *Editorial Board* identifies a breach to this requirement, it will be considered misconduct and every effort will be made to notify other Journals. This may result in disqualification to submit manuscript to the *International Journal of Medical Students* or other Journals.

Submission

The author responsible for correspondence and communication with the Journal, should submit the manuscript and supportive documents to:

To : submission@ijms.info

Subject : **Submission**

Attachments : See Table 1.

Table 1. Documents, formats and file extensions to be submitted.

N°	Document	Format	Extensions
1	The manuscript with Tables and Figures.	Microsoft Office Word®	.doc / .docx
2	Photos, if any.	JPG or PNG format	.jpg or .npg
3	Graphs: charts, histograms, diagrams, Box-Plots, schemes, etc; if any.	Microsoft Office Excel®, SPSS® Output Navigator or Stata® Graph	.xls / .xlsx, .spo or .gph
4	Cover Letter.	PDF	.pdf
5	Form for Disclosure of Potential Conflicts of Interest.	PDF	.pdf
6	Authors Signature Form.	PDF	.pdf
7	Patient Consent Form, if applicable.	PDF	.pdf

Correspondence

The Executive Committee of the International Journal of Medical Students.
E. mail: contact@ijms.info.

Article types.

Five types of manuscripts may be submitted:

1. Original Articles.
2. Short Communications.
3. Case reports.
4. Reviews.
5. Special Section: Letters, Experiences and Interviews.

1. Original Articles

The *International Journal of Medical Students* prioritizes manuscripts of original research in which there was active participation of at least one medical student. This includes papers of clinical and basic science research. All portions of the manuscript must be typed double-spaced, and all pages numbered; one being the title page. The document should be about 3000 words with around 30 references.

The Title should be a brief phrase describing the contents of the paper. The Title Page should include the authors' full names and affiliations, the name of the corresponding author including phone, fax, postal and email addresses of all Authors.

The *Abstract* should be structured into four sections (Background, Methods, Results, Conclusion), not exceeding 250 words. It must be written in complete sentences, using past tense, active verbs, and third person. Abbreviations should be avoided. No literature should be cited in this section. Following the abstract, provide five *Keywords* obtained from MeSH/MEDLINE for indexing purposes.

Introduction

The Introduction should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution.

Methods

Include the design of the study, the setting, the type of participants or materials involved as well as a description of all interventions and comparisons.

The authors should also provide a description of the type of statistical analysis used, including a power calculation when appropriate. Well-established methodologies should simply be mentioned and referenced. For new methods, the protocols should be included.

The authors should provide enough detail to enable reproduction of the findings. The *International Journal of Medical Students* encourages the submission of separate supporting information files, all appendices, detailed protocols, or details of the algorithms pertaining to new protocols or less well-established methods.

These are published as online appendices but will be linked to the main article in a fully searchable format. Generic

drug names should generally be used and in cases where proprietary brands have been used, the brand names must be included in parenthesis. Where available, the accession numbers of any nucleic acid sequences and protein sequences cited in the manuscript and the corresponding database name should be provided.

Results

The results should be presented with clarity and precision. The results should be written in the past tense. Previously published findings should be written in the present tense. Results should be explained, but largely without referring to the literature. Discussion, speculation and detailed interpretation of data should not be included in the Results but should be put into the Discussion section.

Discussion

The discussion should interpret the findings in view of the results obtained in this and in past studies. State the conclusions in a few sentences at the end of the manuscript.

Acknowledgments

The acknowledgments of people, grants, funds and so forth, should be brief and should provide information on the participation.

Tables

The tables should be kept to a minimum and be designed to be as simple as possible. Tables are to be typed simple-spaced throughout, including headings and footnotes. Each table should be on a separate page, within the same manuscript, numbered consecutively in Arabic numerals (*Table 1, Table 2, ...*) and supplied with a heading and a legend. Tables should be self-explanatory without reference to the text. The details of the methods used in the experiments should preferably be described in the legend instead of in the text. The same data should not be presented in both table and graph form or repeated in the text.

Figures

There are two ways of presenting Figures: photos or graphics. Photos should be sent in JPG or PNG format in the best possible resolution. Graphs such as charts, bars, lines, diagrams, Box-Plots, schemes, etc; must be prepared necessarily in Microsoft Office Excel®, SPSS® or Stata® (Table 1). The Figure legends should be typed in numerical order on a separate page (*Figure 1, Figure 2, ...*). Begin each legend with a title and include sufficient description so that the Figure is understandable without reading the text of the manuscript and specify the filename attached that corresponds to the Figure. Information given in legends should not be repeated in the text.

All Tables, Figures and Graphs must be submitted in a format that can be edited.

References

In References, only published articles or accepted manuscripts (in press) should be included in this list. Conference abstracts and articles which have been submitted but not yet accepted for publication and personal communications should not be cited in the reference list. Simple website addresses (e.g. an online biological resource such as Entrez) should be included in the text.

The *International Journal of Medical Students* uses the numbered citation method. If using a reference manager software, please select the output style as New England Journal of Medicine style – www.nejm.org.

Please note that reference numbers should be placed following punctuation marks (e.g. "... sample text.¹", "... sample text two.^{2,4,7}").

We strongly recommend the use of such softwares (e.g. EndNote®, Reference Manager®, etc). The references must be listed and numbered consecutively in the order in which they appear in the text followed by those appearing in figures and tables.

Authors are encouraged to keep the number of references limited to those that are important for the understanding of the manuscript and of scientific relevance.

2. Short Communications

Short Communications should present a complete study that is more limited in scope than a full-length papers. They are limited to a maximum of two Figures and one Table.

The manuscript should be prepared using the guidelines described for Original Articles with the following exceptions:

- *Abstract* is limited to 100 words.
- The manuscript should contain 1500 words (without including Abstract and citations) and maximum ten references.

3. Case report

Case reports are intended to inform, entertain, and inspire. Present a diagnostic conundrum, and explain how you solved it. Tell us about the presentation, history, examination, investigations, management, and outcome. In your discussion, educate the reader. Case reports should enlighten readers about a condition or presentation that they find interesting. Rarity and overspecialization are not necessary.

Use no more than 600 words and five references. Figures (up to a maximum of two) can be helpful. Consent for electronic publication must be obtained from the patient or, if this is not possible, the next of kin, as well as for any pictures included in the manuscript. A sample Patient Consent Form can be downloaded from the website.

4. Reviews

Submissions of reviews and perspectives covering topics of current medical interest are welcome and encouraged. Reviews are disease-oriented, clinically focused overviews for medical students. The suggested outline includes and Introduction, Epidemiology, Pathophysiology, Diagnosis, Management and Prevention.

Most Reviews are commissioned, but unsolicited one-page outlines directed to the Editor-in-Chief of the International Journal of Medical Students (editor.in.chief@ijms.info), are welcome. If you have already written the paper, please submit it for consideration via e-mail. Complete transparency about the choice of material included is important to any Review paper.

All Reviews should include a brief section entitled "Search strategy and selection criteria" stating the sources (including databases, MeSH and free text search terms and filters, and reference lists from journals or books) of the material covered, and the criteria used to include or exclude studies. Citations to papers published in non-peer-reviewed supplements is discouraged. Reviews should be limited to 4500 words, with a maximum of 100 references, and a 150-word unstructured abstract. These papers should include up to five illustrations to aid the reader. Reviews are also peer-reviewed.

5. Special section

This section includes Letters, Experiences, Interviews and other type of publications. We welcome correspondence on content published in the International Journal of Medical Students or on other topics of interest to our readers, through a Letter to the Editor. Letters of general interest, unlinked to items published in the journal, are also accepted. These can be up to 400 words long.

Letters

Correspondence letters are not usually peer reviewed (we rarely publish original research or Case Reports in this section), but the journal might invite replies from the authors of the original publication, or pass on letters to these authors. Only one table or figure is permitted, and there should be no more than five references and five authors. All accepted letters are edited, and proofs will be sent out to authors before publication.

Experiences

In *Experiences*, medical students can send their medical experiences in the areas of academic, social outreach, student exchanges, research and others. This manuscripts should have a maximum of 400 words and up to 7 pictures.

Interviews

Interviews and others sections will be called for by the

Editorial Board of the International Journal of Medical Students. This section will also include short communications from our Partners about their national or international meetings and outcomes.

Review process.

The *International Journal of Medical Students* aims to provide all authors with an efficient, unbiased, fair and consistent editorial process. Submitted manuscripts will be assigned to a member of the *Editorial Board*. The Editor will assess the manuscript to determine whether it is within the scope of the Journal, the quality of the data presented and the standard of presentation before sending it for peer review.

Authors must provide contact details (including e-mail addresses) and area of expertise of a maximum of three potential peer reviewers. These suggested reviewers should be experts in the field of study relevant to the manuscript and should not be members of the same research or academic institution as the authors. Author suggested reviewers will be considered alongside other potential reviewers identified by their publication record or recommended by *Editorial Board* members. However, the final decision on the choice of reviewers rests with the Editorial Board without any obligation to contact any of the author recommended peer reviewers.

Manuscripts will be sent to at least two Peer-Reviewers who will independently to assess if the manuscript is technically and scientifically sound and coherent. The final editorial decision is made based on the recommendations of the Peer-Reviewers provided these observations are in accord without any strong dissenting opinions. Once all reviews have been received and considered by the Editors, a final decision is made and a letter drafted to the corresponding author. Final decision on acceptance or rejection of manuscripts is under the discretion of the *Editorial Board*.

The review process takes eight weeks on average and the decision is notified by email and the decision is notified by email.

Possible final decisions include:

- Acceptance without revision.
- Acceptance subject to minor revision.
- Resubmission for review after major revision.
- Declined.

Where there are issues with the standard of presentation or clarity of language, the authors will be informed accor-

dingly and provided with suggestions or assistance for rectification. Further style and language corrections can be requested by the editorial team during the final publication process.

Conflict of Interest

A conflict of interest exists if authors or their institutions have financial or personal relationships with other people or organization that could inappropriately influence (bias) their actions or findings.

Financial relationships are easily identifiable, but conflicts can also occur because of personal relationships, academic competition, or intellectual passion.

All authors are required to provide a Conflict of Interest Statement and should complete a standard form. This form must be uploaded with the manuscript at the time of submission.

Proofs and reprints

Electronic proofs will be sent (e-mail attachment) to the corresponding author as a PDF file.

Page proofs are considered to be the final version of the manuscript previous to its publication. With the exception of typographical or minor errors, no significant changes will be made in the manuscript at the proof stage.

Because the *International Journal of Medical Students* will be published freely online, authors will have free electronic access to the full text (in both HTML and PDF) of the article. Authors can freely download the PDF file from which they can print unlimited copies of their articles.

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