

## Submission Checklist

### Original Research/Brief Research Reports/Review/Educational Advances

*To facilitate prompt peer review, before submitting, please adhere to the following guidelines. Papers submitted without these features will be returned to the authors for completion.*

#### Submission

- Word count

Category	Word count limit (excluding abstract, legends, and references)	Abstract limit	Figures and tables limit (combined)
Original Research	4000	350	7
Brief Research Report	1500	350	2
Review	4000	350	5
Educational Advances	4000	350	5

- Upload manuscript as a Microsoft Word document
  - Entire paper in one document (but without title page) including abstract, text with tables and figures embedded within the paper in the order in which they are cited, and references.
  - Blinded with all author information and study locations removed throughout
- Each individual table/figure with its associated legend and footnotes (if present) on the same page (All legends must be sufficiently explanatory that they could be understood without reference to the article itself.)
- Appendices should be uploaded as separate documents under “Supplemental Files”
- All authors’ full titles, affiliations, and contact emails
- Title page with author information (not to be shared with reviewer to maintain blinding)

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- Cover letter including corresponding author and first author contact information
  - Brief statement of justification, importance, and fit with the niche of the journal
  - Conflicts of interest (outside jobs, consultations, stocks, research support, financial interests, honoraria, speaker fees, military support, etc.)
  - Address and complete contact information for corresponding author and first author
- Title page should include
  - Authors with respective titles (MD, PhD, MS, etc), institutions, and departments (12 author limit).
  - Which meeting (if any) where the research was presented.
  - Word count
  - Corresponding author and first author with complete contact information including phone number(s).
- Individual files for figures, tables, and videos
  - Images in original format (.jpeg, .png, .gif, .tiff, .bmp, etc)
  - Videos must be in .mov, .mp4, or .flv format
  - Tables in Microsoft Word documents
- Signed patient waiver and permissions form acknowledging potential publication and accessibility on the internet for figures/videos containing a patient's face, eyes, or other identifiers

## Format

- Include title at the top of the first page (limited to 100 characters including spaces). Spell out all abbreviations no matter how obvious, for example, “emergency department”
- Include abstract before body
  - Structured abstract: Introduction, Methods, Results, Conclusion

- Non-structured abstract (Review manuscripts only): Paragraph narrative
- Continuous line numbering is included in left-hand margin [WORD directions: Page Layout →Line Numbers →Continuous]
- Text in 12 point Times New Roman font
- Entire manuscript is double-spaced including references
- All footnote numbering must be in superscript format (Ctrl shift +) with the number following punctuation per this example: ...to develop a standard of care.<sup>23</sup>

## Headlines

- List major headlines in **BOLD, UPPERCASE** lettering without colon
  - Subheadings are in bold and in title case lettering (first letter of each word is capitalized)
- Original Research: **ABSTRACT, INTRODUCTION, METHODS, RESULTS, DISCUSSION, LIMITATIONS, CONCLUSION, REFERENCES**
- Brief Research Report: **ABSTRACT, INTRODUCTION, METHODS, RESULTS, DISCUSSION, LIMITATIONS, CONCLUSION, REFERENCES**
- Review: **ABSTRACT, INTRODUCTION, METHODS, RESULTS, DISCUSSION, LIMITATIONS, CONCLUSION, REFERENCES**
- Educational Advances: **ABSTRACT, INTRODUCTION, METHODS, RESULTS, DISCUSSION, LIMITATIONS, CONCLUSION, REFERENCES**

## Figures/Tables

- All figures/tables/videos to be referenced within text of manuscript in the order they appear
- Make sure that there are no titles or bold fonts in figures/images/tables
- Fully descriptive legends for each figure and table such that they could stand alone if removed from the context of the larger paper.
  - Table legends are above the table and Figure legends are below the Figure
- Abbreviations in figures/tables must be spelled out or notated in legend or footnote, even if already done so in text
- All line art figures have a minimum resolution of 600 dots per inch (DPI) and images 300 DPI
  - To check DPI: Right click image file, Click “Properties”, found under Details

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- To change DPI: Open image using Photoshop, Click “Image”→Image Size→Resolution→ 600 pixels/inch
- Every figure/video includes contrasting black or white arrows clearly pointing to important (even obvious) findings
- Tables are made in a Microsoft Word document using "Insert Table" function
  - Each column must have a heading
  - Minimum size of 2 X 2
  - Every row/column, including subcategories (i.e. female and male subcategories below gender category) should be split into own cells. This includes corresponding data for each sub-category.
  - Subcategories should be indented by 0.125 inches
    - Sub-subcategories should be indented by 0.25 inches

Example Table: Type fully descriptive legend here. (List all abbreviations here).

Heading 1	Heading 2
Gender	0.00
Female	0.00
Male	0.00

## Videos

- Up to 1 minute for radiologic findings such as ultrasound, CT, or MRI
- Up to 5 minutes for other videos (e.g. demonstrations of a procedure)
- Videos must be narrated or annotated

## References

- All submissions must contain references
- They must be listed in the order in which they first appear in text (not alphabetically)
- References follow the American Medical Association Citation Style Guide. (<http://www.lib.jmu.edu/citation/amaguide.pdf>) except:

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- Authors: List up to three authors, before putting et al. If there are only two authors, replace comma between names with “and”
- Remove DOI
- Delete spaces between publication year, volume, issue, and page numbers
- In-text reference numbers should be placed after the period as a superscript, like this.<sup>1</sup>
  - Arabic numerals (i.e. 1,2,3) are used instead of roman numerals (i.e. i, ii, iii)
- Journal names must be abbreviated and italicized