

## Submission Checklist

### CDEM/CORD Education Supplement Issue

*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	3000	350	5
Brief Research Report	1500	350	2
Systematic Review	3000	350	5
Educational Advances	2000	350	3
Brief Educational Advances/Innovations	750	150	1

- 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
  - List "CDEM/CORD Education Supplement" as the first line of the manuscript
- 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"
- Cover letter including corresponding author contact information
  - Please indicate that the submission is intended for the CDEM/CORD Education Supplement
  - 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
  - List any grants received for the manuscript both in the acknowledgements section of the manuscript as well as in the cover letter. If it was an NIH or CDC grant, provide the grant number.

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- Include in the cover letter if any authors are members of one of WestJEM's sponsoring societies: ACOEP, California ACEP, & Cal/AAEM. Please list the relevant authors' names.
- Title page should include (not to be shared with reviewer to maintain blinding):
  - Authors with respective titles (MD, PhD, MS, etc), institutions, and departments, city, state, and contact emails (**12 author limit**).
  - Which meeting (if any) where the research was presented.
  - Word count
  - Corresponding author with complete contact information including phone number(s) – (please use institutional email addresses, personal emails will not be accepted)
- 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
  - Upload individual files under “Supplementary Files” section
- 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

- List “CDEM/CORD Education Supplement” as the first line of the manuscript. 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 (For Systematic Review and Brief Educational Advances 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: **BACKGROUND, OBJECTIVES, CURRICULAR DESIGN, IMPACT/EFFECTIVENESS**

Educational advances are structured reports of innovative curricular interventions and meaningful insights gained through the implementation of new ideas.

- **BACKGROUND** – Explain to the reader why the educational innovation is important.  
What is the rationale for developing the innovation?
- **OBJECTIVES** – Clearly describe the educational objectives.
- **CURRICULAR DESIGN** – Provide a detailed description of the curricular innovation including the development and implementation of the innovation.  
Why was the educational method chosen?  
Provide a concise description of the innovation (resources, logistics, tips for success, challenges, lessons learned, etc.)
- **IMPACT / EFFECTIVENESS** –  
What methods were used to assess the learner or evaluate the innovation?  
How can the innovation be applied to other programs.  
How the innovation will impact or has impacted current educational practice.

Although abbreviated in length, “Brief Educational Advances/Innovations” should still have pilot data to support the impact / effectiveness of the innovation. These submissions will have a 750 word count limit and up to 1 table or figure, they do not require a structured abstract.

## **Figures/Tables**

- For the ease of peer-review, all figures/tables/videos are to be referenced within text of manuscript in the order that they appear, and all figures/tables/videos are presented at the point of which they are referenced in the text (as opposed at the end of the manuscript)
- Must include original file used to create graphs/figures (e.g. excel, word, etc.)
- Remove any titles or bold fonts in graphs/figures
- Fully descriptive legends for each figure and table such that they could stand alone if removed from the context of the larger paper.
  - Tables legends are above the Table and legends are below the Figure

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- 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
  - 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
- References created by the EndNote application will not be accepted
- 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:
  - Authors: List up to three authors, before putting et al.
  - Remove DOI

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- 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