WestJEM Integrating Emergency Care with Population Health

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"
- 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
- 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.
- 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 and first 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, and or png)
    - ➢ Do not submit images in .tif format
  - 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.[23]

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

- 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 and/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.

    - 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
    - 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
- Republishing/Adapting Figures
    - If you are reusing or adapting a figure/image from another source (e.g journal, textbook, website), please submit proof that you have received permission to under "Supplemental Files." Permission may be obtained from the publisher or original authors of the figure.
    - In your manuscript, please provide the superscript reference number after the figure legend or list the full reference under the figure legend.
- 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. (https://owl.purdue.edu/owl/research_and_citation/ama_style/) except:
    - Authors: List up to three authors, before putting et al.
    - 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.[1]
    - 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

ARTICLE PROCESSING FEE INFORMATION

- Waived WestJEM article processing fees (APF) for up to 3 manuscripts with first authors that are faculty members from a subscribing department (up to **$2250** waiver in WestJEM APF per subscription year). APF for further accepted WestJEM manuscripts will be discounted by 15%/$425 until June 30th, 2020 (and 20%/$600 after July 1, 2020).
- Discount of 15% until June 30th, 2020 (20% after July 1, 2020) on Clinical Practice and Cases in Emergency Medicine (cpcem.org) APF $425 until June 30th, 2020 (and $600 after July 1, 2020) with first authors that are faculty members from a subscribing department.
- **Included** 6 WestJEM full-text electronic issues, 4 CPC-EM full-text electronic issues and up to 2 WestJEM print compilation issues per year for faculty members.
- **Free** electronic full text issues of WestJEM and CPC-EM to all residents of department sponsors.
- **Free** WestJEM.com postings of your department's CME advertisements that are consistent with the ethical policies of our journal sponsors and align with AAEM's mission.

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- **Free** online advertising of your department's job postings on our Academic Job Board that are consistent with the ethical policies of our journal sponsors.
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