Submission Checklist

CDEM/CORD Special Issue in Educational Research and Practice

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Word count limit (excluding abstract, legends, and references)</th>
<th>Abstract limit</th>
<th>Figures and tables limit (combined)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Research</td>
<td>3000</td>
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</tr>
<tr>
<td>Brief Research Report</td>
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<tr>
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<tr>
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<tr>
<td>Innovations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best Practices*</td>
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<td>300</td>
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</tr>
</tbody>
</table>

*Best Practices: In an ongoing effort to disseminate knowledge that informs learning, teaching, scholarship and leadership in medical education, “Best Practices” is a submission category aimed at a specific area of educational practice, curricula or programming (e.g. teaching skills, scholarship, leadership, etc). The subject should pertain to practice that is a foundation of education provided by the majority of clinician educators and/or residency leadership. Successful submissions will be informed by (1) a review of the relevant literature, (2) based on education concepts, (3) includes insights from the authors based on their personal experience and (4) generally requires outcome data supporting the value of the initiative. As opposed to an educational advance (innovation) where interesting new ideas are shared with others, “Best Practices” are initiatives with a sound basis and proven success that serve as exemplars for how others can meet a need within their educational environment. Submissions under this category should include an unstructured abstract and are limited to 3500 words (without abstract).

- 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 Special Issue" as the first line of the manuscript

Revised 06/24/2020
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 Special Issue
  ○ 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.
  ○ 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

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 Special Issue” 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
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 1000 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.
- 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.

<table>
<thead>
<tr>
<th>Gender</th>
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<tr>
<td>Female</td>
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</tr>
<tr>
<td>Male</td>
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</tr>
</tbody>
</table>
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/](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