

# **University of Virginia Medical Student Review**

Author's Manual

These guidelines are based on the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” released by the International Committee of Medical Journal Editors.

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**Mission statement:**

The mission of this journal is to encourage diverse scholarship dedicated to the advancement of health, equality, and discovery. As life-long learners, we in the healthcare field are committed to creating an environment of collaboration, service to our community, and creativity. This journal should serve as a means for healthcare scholars to share ideas and experiences -- reaching across different disciplines, fields, and specialities to promote wellness and integrity within our community. We aim to promote the highest standards in order to solve difficult problems and uncover mechanisms previously unknown.

**Eligibility:** Health professions students of all disciplines

**Submission Categories:**

- Primary research or literature review articles
  - Word limit: 3000
  - ≤5 figures and/or tables
- Commentary
  - Word limit: 2000
  - Viewpoints on current issues involving healthcare, health professions education, social determinants of health, quality improvement, narrative experiences in healthcare
- Artwork
  - Drawing, painting, photography, digital art, poetry with description

**Guidelines:**

**Title page:** Please include the title of the submission, the name of each author, any author affiliations, and contact information for the corresponding author.

**Abstract:** The submission should include an abstract of less than 250 words.

**Tables:** Table headings should be double-spaced and saved as editable individual files (not images). Number all tables consecutively with Arabic numbers and have a title that describes the table's content.

**Figures:** Legends should appear in the text file and not on the figures. If a figure is submitted with a submission, UVAMSR reserves the right to modify or redraw it to meet our standards for

publication. Therefore, the author must have all rights to the figure in order for the UVAMSR to publish it. Photographs of patients may not be submitted.

Disclosures and releases: A disclosure of conflicts of interest (relationships or financial agreements with any organizations will be held in confidence during the peer review process but must be disclosed on publication) should be provided as well as a release for use of images and/or private information.

**Confidentiality:**

All patient information must be presented in accordance with Health Information Portability and Accountability Act (HIPAA) and federal law

**Manuscript Submission:**

All manuscripts will be submitted through the UVAMSR (UVA Medical Student Review) online submission portal. Submissions should contain a title page, abstract, and tables/figures submitted in an editable format.

**Formatting:**

- American Medical Association Manual of Style, 10th edition
- Microsoft Word Document (.doc or docx)
- Times New Roman, 12-point font, double spaced
- 1 inch margins
- Figures should be submitted embedded in the manuscript and also uploaded separately as JPG, PDF or TIFF files
- Expand all abbreviations first mentioned in the text
- Manuscript should not include author names or any other identifying information about the author or setting. Identifying information should be included in the title page.
- Add continuous line numbers to the main manuscript text

**Style:**

References: All papers must be appropriately and rigorously referenced. Follow JAMA citation style guidelines.

- References should be double-spaced and numbered consecutively in the order they appear in the submission
- There should be no references to personal communications or unpublished data or manuscripts
- List all authors when there are six or less. If there are seven or more, list the first three followed by “et al.”
- Journal titles should be abbreviated in the reference list according to the listing in the National Center for Biotechnology Information (NCBI) NLM catalog database (PubMed Journals database) (<https://www.ncbi.nlm.nih.gov.proxy01.its.virginia.edu/nlmcatalog/journals/>). If not listed there, journal titles should be spelled out.

**Statistics:** Please follow the guidelines set out by Bailar JC III, Mosteller F. Guidelines for statistical reporting in articles for medical journals: amplifications and explanations. Ann Intern Med 1988;108:266-73.

- Briefly describe the statistical tests used for analysis
- Use consistent measures of uncertainty throughout the paper and figures
- State level of significance and whether hypothesis tests were 1 or 2-sided. P-values smaller than 0.001 should be reported as  $P < 0.001$
- The statistical software used for analysis must be noted
- For tables, significant differences should be indicated by \* for  $P < 0.05$ , \*\* for  $P < 0.01$ , and \*\*\* for  $P < 0.001$

**Units of measurement:** All measurements should be reported in SI units

**Abbreviations:** All abbreviations should be avoided and if necessary must be preceded by the full phrase

**Originality:** The materials submitted must not have appeared in any other form prior to publication in UVAMSR unless published in the form of an abstract at a scientific meeting

**Review:**

- Review of submissions will be conducted by members of the editorial staff. UVAMSR reserves the right to send manuscripts to outside reviewers. Acceptance decisions will be sent via email following editorial decision making.

### Author Rights:

Following publication in UVAMSR, authors may:

- Republish content in other mediums
- Post content on a personal platform of academic intranet
- Include submission content in dissertation
- Distribute content to other scientists without a commercial interest

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### Process:

Submissions are accepted throughout the year with peer-review by 2-3 reviewers. Reviewers will assess aspects such as originality, relevance, logic, style, and rigorousness. Submissions may be accepted, returned for major or minor revisions, or rejected. UVAMSR will release an issue biannually that will be made available on our website.

### Terms of Use:

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