

## INSTRUCTIONS TO AUTHORS

The McMaster University Medical Journal welcomes original articles written by medical students, residents, and faculty. The scope of the Journal is wide, encompassing clinical components (such as clinical research and reviews, case studies, health technologies, and evidence-based medicine) and societal components (such as health policy and economics, health ethics and law, medical education, medical careers, and the history of medicine). By encouraging this wide range of topics, the McMaster University Medical Journal will provide an opportunity to share medical advances, examine how social issues impact personal health and present a balanced view of controversial issues within the health care field. We look forward to your participation!

### FORMAT

Articles are to be written in clear, grammatical English. Data should be presented in a concise manner. The manuscript should be typed in 12-point font, double-spaced in an 8.5"x11" format, with 1" margins throughout. Submissions should not exceed a maximum of 4000 words, and shorter papers are preferred. Consecutive numbering of all pages is required, with the title page as page 1.

### CONTENT

Manuscripts must contain original work not previously published elsewhere. Moreover, plagiarism of any portion of the text, or use of illustrations and tables from other sources without proper accreditation and permission, is entirely unacceptable. Authors will be held accountable for this clause, with the sole responsibility lying with them and not the editors.

### ORGANIZATION

The organization of a manuscript may vary depending on the nature of the article submitted. Overall, all manuscripts must have the following sections:

#### A) Title Page: The title page should include:

- The running title of the article (not more than 50 characters)
- The complete names of all authors, highest degrees, and appointments
- A complete address to whom correspondences should be addressed including email, telephone and fax
- Three to ten key words describing the text

#### B) Abstract

The second page of every manuscript must contain only the abstract, which should be a single paragraph, no more than 250 words. The abstract should be comprehensive to readers. It should contain the purpose of the manuscript, main findings and principal conclusions. Abbreviation and reference citations should be avoided.

#### C) Text

The manuscript may vary depending on the type of article submitted:

**I. Original Articles:** The text of original articles should include clear introductions, discussions and conclusions. Subheadings are encouraged if they facilitate the presentation of material. Essays should combine research with original argument.

**II. Review Articles:** The text should include an introduction as well as sections on etiology, pathogenesis, manifestations, diagnosis, treatment, and prognosis. Each section should begin on a new page.

**III. Primary Research Articles:** Manuscripts should include an introduction, methods and materials, results, and discussion. Each section should begin on a new page:

**Introduction:** Should include the purpose of and rationale for the article. No data or conclusions of the work should be included.

**Methods:** The experimental design, methods and procedures must be described in sufficient detail to allow other workers to reproduce the study. The selection of the observational or experimental subjects should be described clearly. References to established methods, including statistical methods, should be provided. Reasons for the selected methods should be outlined and any modifications to traditional methods should be explained clearly. If drugs have been used, outline the generic names, doses and route of administration clearly.

Studies using human subjects must be conducted in accordance with the guidelines outlined in the Declaration of Helsinki of 1975. Informed consent must be obtained and documents in all studies. No identifiable patient information should be included. All studies involving the use of animals must be conducted in accordance with the highest standards of humane

animal care, and in accordance with the institution's internal regulations.

**Results:** Present the data in a logical sequence. Text, tables, or illustrations may be used. Emphasize or summarize only important information. Do not repeat in the text all the information from a table or illustration.

**Discussion:** This should focus on the interpretation and significance of the findings. State the implications for the findings including limitations and directions for future research.

#### **D) References**

Authors will be held responsible for the accuracy of the references. In the text, references should be cited by an Arabic numerical superscript. The list of references should appear as endnotes according to the order in which they appear in the text.

**I. Journal articles:** Articles with four or more authors should include the first three authors followed by et al. The reference should include: first author's last name and initials, second author's last name and initials, etc. Year in parenthesis. Title of article. Abbreviated Name of Journal. Volume: inclusive pages.

**Example:** 1. Mouse M, Duck D, Pooh WT et al. (2003). Infective Endocarditis and its Complications. *MUMJ*. 1:1-6

**II. Books:** Chapter from books should meet a similar format.

**Example:** 2. Lutz, C. (1985). Depression and the Translation of Emotional Worlds. In: *Culture and Depression, Kleinman A and Good B (eds)*. University of California Press: Berkeley, pp.63-100

**III. Web Documents:** An example of a reference from a web document is highlighted below:

**Example:** 3. Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1995). A history of facilitated communication: Science, pseudoscience, and antiscience: Science working group on facilitated communication. *American Psychologist*, 50, 750-765. Retrieved January 25, 1996, from the World Wide Web: <http://www.apa.org/journals/jacobson.html>.

**E) Acknowledgements:** One or more statements should acknowledge (i) contributions that do not justify authorship; (ii) technical help; (iii) financial and material support; (iv) the specialist for his/her contribution in reviewing the article.

**F) Author's Biography:** A brief description of the authors and their education.

#### **TABLES AND ILLUSTRATIONS**

Tables and illustrations should be presented separately and attached to each copy of the manuscript. Tables should have a short title, and be numbered and referred to in the text. Illustrations and photographs must be of good quality. The figures should be numbered consecutively in Arabic numerals, and each one must be referred to in the text. On the manuscript, indicate with an arrow in the margin the most appropriate position for the figure. All symbols and abbreviations used in figures should be defined.

#### **DRUG NAMES**

Both generic and trade names should be provided for all drugs mentioned in the article.

#### **REVIEW PROCESS**

Submitted articles will be reviewed by the appropriate MUMJ section editor, as well as by a faculty member with expertise in the topic of the article. The results of this review process will then be assessed by the MUMJ executive editors, who, on the basis of both the reviewers' comments and their own, will determine whether the article will be accepted for publication.

Authors of articles accepted for publication will be notified by email. Authors of articles rejected for publication will receive an email outlining reasons for rejection, and suggestions for improvement. Rejected articles may be resubmitted after appropriate changes have been made according to the recommendations of the MUMJ editorial staff. Revised resubmitted articles will be considered new submissions and will be subjected to the standard MUMJ review process.

#### **EDITING PROCESS**

Accepted manuscripts will be edited to conform with MUMJ style and for correctness of grammar, syntax, and punctuation. Extensive grammatical error will make a manuscript unacceptable for publication.

The first author will receive a copy of the edited manuscript prior to publication and is responsible for obtaining co-authors' approval of the changes.

#### **SUBMISSION PACKAGE**

Each submission package should be emailed to: [editor\\_in\\_chief@mumj.org](mailto:editor_in_chief@mumj.org)

It should contain the following items:

##### **1) Cover letter**

- Declaration that the paper is being submitted for consideration for publication in MUMJ
- Brief biographical description of author(s): full name, academic degree(s), current year of medical school/professional title
- Contact information: address, phone number, fax number, email
- Declaration that manuscript has not been previously published in any other primary scientific journal
- Author's signature

##### **2) Manuscript**

**3) Tables, illustrations, graphs, and photos** should be saved as separate files. Scanned photographs should be saved as TIF files and line drawings should be saved as EPS files.

**Any further inquiries can be sent to  
[editor\\_in\\_chief@mumj.org](mailto:editor_in_chief@mumj.org)**