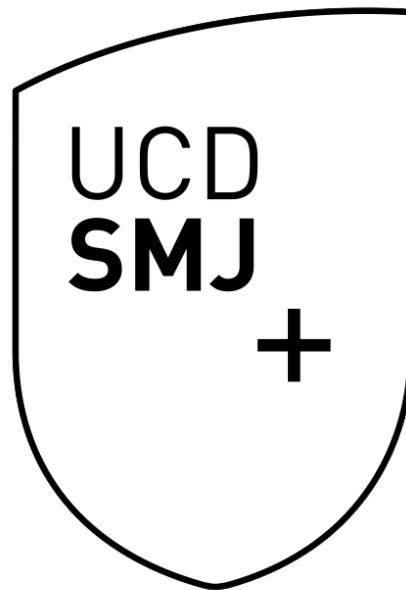


UCD
Student Medical Journal



Author Manual

Revised November 2021 by Mikyla Janzen

Table of Contents

Table of Contents	2
About the UCD Student Medical Journal	3
Scope of UCD SMJ	3
Submission Process	3
General Guidelines	4
Formatting Requirements	4
Title Page	5
Tables	5
Figures & Images	5
Statistical Methods	6
Ethical Approval	6
Abbreviations	7
References	7
Article Specific Guidelines	7
Original Student Research	7
Review Articles	8
Case Reports	8
Interviews	9
Abstracts	9
Commentary	9
Research News	9
Travel Briefs and Elective Experiences	10
Ethical Discussions	10
Careers	10
Patient Perspectives	10
Artwork	11
Educational Poster	11
Other Considerations	11
Authorship	11
Simultaneously or Previously Published Submissions	11
Permissions	12
Conflicts of Interest	12
Defamation	12
Plagiarism	12
Ethical Approval	12
Patient Consent	13
Appendix	14
Participant Consent Form	15
Title Page Template	16
Acknowledgements	17

About the UCD Student Medical Journal

The UCD Student Medical Journal (UCDSMJ) is a peer-reviewed publication produced by UCD Medical Students. We aim to expand the educational horizons of students and graduates by exposing them to new research, new technologies and new ideas.

The UCDSMJ aims to promote academic excellence by serving as a platform for the publication of student articles in many areas including original scientific research, literature review, clinical practice, and the patient perspective.

Scope of UCD SMJ

The UCD SMJ accepts and publishes a diverse array of articles that are health related. This includes original research articles in areas of biomedical technology, basic science, translational, clinical and surgical disciplines of medicine, commentary on health policy, interview and career pieces, reflections on patient perspectives and medical ethics. Most pieces that are health related will be acceptable.

Submission Process

Who can apply?

We will accept articles from undergraduate and post-graduate students in any program of study at UCD. Articles can be on any topic but should have a healthcare angle.

What sort of articles are we looking for?

We are looking for an array of article topics and styles. Both finished and in-progress articles or concepts are accepted. Please refer below to the Article Types section on our website for more information (www.ucdsmj.com/types).

How can I submit an article or idea?

Submissions open in the Fall of each academic year. All information will be posted on our website and social media pages (Instagram, Facebook, and Twitter @ucdsmj).

1. Read the author manual and relevant sections for your article type
2. Complete the Submission Form at www.ucdsmj.com/submit.
 - a. This form may not be accessible when submissions are closed
3. If your article involves descriptions or photos of specific individuals/patients, please also email a completed Participant Consent Form (see appendix) to studentmedicaljournal@ucd.ie.
 - a. The Participant Consent Form is **not** the same as informed consent for participation in a research study as covered by institutional research ethics. The Participant Consent Form only needs to be completed if a specific personal information is included in the article (ex. in photo(s), personnel/patient interview, etc.). Please email the UCDSMJ if you have any questions.

4. You will receive an email from UCDSMJ to confirm receipt of your submission within 2 weeks of submission closure date to advise whether your submission has been accepted to progress to peer review.

General Guidelines

The UCDSMJ accepts articles that fall within the following categories:

1. Original Student Research
2. Review Articles
3. Case Reports
4. Interviews
5. Abstracts
6. Commentary
7. Research News
8. Travel Briefs and Elective Experiences
9. Ethical Discussions
10. Careers
11. Patient Perspectives
12. Artwork
13. Educational Poster

Please email us at studentmedicaljournal@ucd.ie if you are unsure as to which category your piece falls, or if your piece does not fall into one of the above areas but is a health-related article.

Please adhere to these guidelines or your article may be rejected without review.

Details of each submission type are outlined below. All required sections may not be applicable to all submissions. All submissions must have a title page. An abstract is required for all relevant submissions as listed below, and references must be included if applicable. Word, references, and tables & figures limits listed below are maximums only; submissions do not need to reach these limits to be considered for publication. Please note that articles can be rejected without review on the basis of not being formatted correctly or properly referenced.

Please contact the UCDSMJ if you have any queries regarding the specific article sections, we would be happy to provide guidance!

Formatting Requirements

Submissions must be:

- in English;
- Microsoft Word format;
- 12-point Times New Roman font;
- Right-aligned.

- 2.5 cm margins surrounding the document.
- No indentation in the text for new paragraphs, instead leave a blank line between paragraphs.
- Author names or any other identifiable information should not be included in the submitted article other than on the title page (for editor blinding purposes).

Title Page

The title page must contain the following information; please see example in the appendix.

- Study title
 - Maximum 15 words
- Authors
 - First and last names of all authors and institutions
 - UCD connect email of first (student) author
 - Article type
 - Word count including figure legends and references. Excluding abstract.

Tables

All tables should be of a simple formatting style. Tables that result in formatting problems will be returned for revision or removed.

All tables should be labelled using a numbering system and an accompanying title. Tables should be numbered in order of their first citation within the text. Table titles and associated descriptions should allow for comprehension of the table without requiring reference to the text. If footnote symbols are used a legend should be provided below the table.

Figures & Images

Figures and images must be clear and relevant to the content of the article. Permission for use is required for all figures and images that are not the original work of the author. Proof of this permission must be included with the submitted article. Articles submitted with images showing patient results must be accompanied by a completed Participant Consent form (see appendix).

All figures should be labelled using a numbering system, title, and description. Titles and descriptions should be below the figure and allow comprehension of the figure or image without reference to the main text of the article.

For submission, figures and images should be embedded in the article Word document. If an article is accepted, high-resolution figures and images may be requested. All images should be in colour.

If a submission is selected for publication alternative formats of the figure may be required. Alternative formats may be sought at a later stage if the submission proceeds to publication.

Statistical Methods

(taken from HMSR Author's Manual)

'The basis for these guidelines is described in Bailar JC III, Mosteller F. Guidelines for statistical reporting in articles for medical journals: amplifications and explanations. Ann Intern Med 1988;108:266-73.

Exact methods should be used as extensively as possible in the analysis of categorical data. For analysis of measurements, nonparametric methods should be used to compare groups when the distribution of the dependent variable is not normal.

Results should be presented with only as much precision as is of scientific value. For example, measures of association, such as odds ratios, should ordinarily be reported to two significant digits.

Measures of uncertainty, such as confidence intervals, should be used consistently, including in figures that present aggregated results.

Except when one-sided tests are required by study design, such as in noninferiority trials, all reported P values should be two-sided. In general, P values larger than 0.01 should be reported to two decimal places, those between 0.01 and 0.001 to three decimal places; P values smaller than 0.001 should be reported as $P < 0.001$. Notable exceptions to this policy include P values arising in the application of stopping rules to the analysis of clinical trials and genetic-screening studies.

For tables comparing treatment or exposure groups in a randomized trial (usually the first table in the trial report), significant differences between or among groups should be indicated by * for $P < 0.05$, ** for $P < 0.01$, and *** for $P < 0.001$ with an explanation in the footnote if required. The body of the table should not include a column of P values.

In manuscripts that report on randomized clinical trials, authors may provide a flow diagram in CONSORT format and all of the information required by the CONSORT checklist. When restrictions on length prevent the inclusion of some of this information in the manuscript, it may be provided in a separate document submitted with the manuscript. The CONSORT statement, checklist, and flow diagram are available on the CONSORT website.'

If data was analysed by a third party, please state this.

Ethical Approval

If ethical approval was required for your research please state which body provided this at the methods section of your article.

Abbreviations

Abbreviations should not be used in the title or abstract of the article. When abbreviating in an article, the first instance of the abbreviated word should be properly spelled-out, and the abbreviation included next in parentheses. This does not apply to SI units of measurement.

References

The UCDSMJ uses the Vancouver style of referencing which numbers references in the order in which they appear in an article. For an overview of how to reference using the Vancouver style, please refer to the UCD Health Sciences Library Vancouver Guidelines or <http://libguides.ucd.ie/academicintegrity/vancouverstyle> .

Ensure all externally sourced information is referenced in-text and in the bibliography. In-text citations should be numbered in superscript, not in brackets. Do not include doi or PubMed ID numbers in the bibliography. If no date is given write as (no date). If using a Bibliography manager like Endnote, use the UCD Vancouver style. Papers accepted but not yet published may appear with the name of the journal followed by the words “In press”.

Failure to adhere to referencing guidelines will result in your articles being immediately returned to you for revision. This will be strictly enforced.

Note: Do not use abstracts as reference material. It is the responsibility of the author to verify references against the original documents.

Article Specific Guidelines

The following section contains the guidelines for each type of submission and a submission template. Please adhere to these strictly.

Original Student Research

Description: Original clinical, laboratory or other research conducted by students, including SMMS (e.g. SSRA) projects

Word Count: 3000 (plus 250-word abstract)

References: 30

Tables & Figures: 4

Required Sections & Format:

- Title page
- Abstract
- Article text
 - Introduction
 - Materials (if applicable) and Methods

- Results
- Discussion including implications, impact, and limitations
- Conclusion
- Acknowledgments
- Conflicts of interest
- Ethical approval granted
- Funding or external assistance
- References
- Tables and figures **Please refer to general guidelines*

Review Articles

Description: Reviews of the literature surrounding important and interesting medical topics. Includes meta-analysis, systematic review, and informal literature review. These aim to provide a clear in-depth update on research and clinical practice advancements. Please consult previous editions and other publications for guidance on structure and content. Reviews conducted as part of coursework are acceptable, however, this should be declared.

Word Count: 3000 (plus 250-word abstract).

References: 30

Tables & Figures: 4

Required Sections & Format:

- Title page
- Abstract
- Introduction
- Body of Review divided into subsections
- Discussion including implications and impact
- Conclusion
- Acknowledgments
- References
- Tables and figures
 - Supporting illustrations, photos, images, graphs, flowcharts, tables etc. are encouraged (see general guidelines for more information).

Case Reports

Submissions MUST include a completed Participant Consent Form (see appendix).

Description: Articles detailing a single interesting patient case and the case outcome. Please refer to patient as Mr or Mrs X for confidentiality. Also, ensure a patient consent form is filled out. Unique or unusual cases are of particular interest.

Required Sections: Title, Abstract, Case Background, Case Details, Discussion, Conclusions, Acknowledgements, References

Word Count: 2500 (plus 250-word abstract).

References: 15

Tables & Figures: 2

Interviews

Submissions MUST include a completed Participant Consent Form (see appendix).

Description: Interviews with past graduates, consultants, interns, colleagues, etc. These types of articles could aim to give a 'day-in-the-life' picture of medical specialties, health professionals, or researchers.

Required Sections: Title, Introduction, Body Text, Acknowledgements.

- In the introduction, include a profile of the interviewee and a key message of the interview

Word Count: 2000.

References: 2

Abstracts

Description: Concise summary of original student research. Please follow SSRA guidelines ([page 15 of the linked document](#))

Required Sections: Title, Background, Methods, Results, Conclusions, Acknowledgement (if required), References (if required)

Word Count: 300

References: 2

Tables & Figures: 1

Commentary

Description: Can span a wide range of medically related topics and should aim to provide an individual perspective or express an opinion on a medical issue. These articles could report on topical medical issues, policies, conferences, or personal experiences in the field of medicine.

Required Sections: Title, Body Text, Acknowledgements, References

Word Count: 1500

References: 2

Tables & Figures: 2

Research News

Description: Can span a wide range of medically related topics and recent developments in these fields. May include a discussion of this research's impact on current health policy or medical practice. These articles could report on basic science, translational, surgical, clinical, or public health research.

Required Section: Title, Body Text, Acknowledgements (if applicable), References (if required)

Word Count: 750

References: 10

Tables & Figures: 2

Travel Briefs and Elective Experiences

Description: An opportunity to share your experience from medical related experience abroad. Could include an overseas research, medical elective, or volunteering experience (VO, MSOR, etc). May include discussion of cultural differences experienced, differences in medical practice, personal anecdotes and insights gained. Accompanying photographs are encouraged.

Required Section: Title, Body Text, Acknowledgements (if applicable), References (if required).

Word Count: 600

References: Maximum 2

Ethical Discussions

Description: Discuss the role of ethical principles in health care and their implications. Could further discuss ethical decision-making process from your past experiences.

Required Sections: Title, Body Text, Acknowledgements (if applicable), References (if required).

Word Count: 1000

References: Maximum 15

Careers

Description: Insight into careers related to the medical field, either of a doctor or those who work in a healthcare related field (e.g. scientific researcher, allied healthcare professional). Could provide commentary on the current state of the field and effects of recent developments on the future of the profession.

Required Section: Title, Body Text, Acknowledgements (if applicable), References (if required).

Word Count: 750

References: Maximum 5

Patient Perspectives

Submissions MUST include a completed Participant Consent Form (see appendix).

Description: Patient's perspective on health research and practice (ex. integration of physical and mental health to improve patient outcomes, placing patient-centred care at the core of medical education).

Required Sections: Title, Body Text, Acknowledgements (if applicable), References (if required).

Word Count: 1500

References: Maximum 2

Artwork

Description: Includes photographs, cartoons, digital artwork, drawings and paintings. Should include accompanying description or interpretation. If associated with another article this should be stated and they may be published together.

Required Sections: Title, Description or interpretation, Acknowledgements (optional), References (optional).

Word Count: 50

References: 2

Educational Poster

Description: Poster detailing an educational tool (ie. Coakley medal dissections) created for the continued learning of medical students.

Required Sections: Title, Introduction, Description of educational tool, Future use, References (optional).

Word Count: 1 A4 page. Concise and legible as a poster.

References: 2

Other Considerations

Authorship

The first author of the submitted article should be the student. All submitted articles should be the primary work of the student and the student should have carried out sufficient work to take full responsibility for the content of the submitted article in its published format. Please only include author details on the title page and submission form; do not include author details in the submission to ensure adequate blinding during review.

All listed authors should have contributed significantly to the submission as outlined by the [ICMJE guidelines](#). It is the author's responsibility to ensure that all authorship requirements are satisfied.

Simultaneously or Previously Published Submissions

Previously published work will be accepted, granted required acknowledgements are made. It is the sole responsibility of the author to ensure that all actions are taken to satisfy the requirements of the previous published bodies. Subsequent publication is permitted but it is important to note that some scientific journals will only publish original work which has not been previously published. If in doubt as to what constitutes a double publication please contact UCDSMJ or your Principal Investigator.

Copyright of submitted articles is maintained by the author and is not affected by publishing in the UCDSMJ.

Permissions

Authors submitting articles to the UCDSMJ are responsible for ensuring that permission was obtained from all supervisors or co-authors before submission to the UCDSMJ. This is particularly important for primary research. Supervisors must be aware of, and approve of, a student's intention to publish in the UCDSMJ.

Conflicts of Interest

Authors are responsible for ensuring that they have avoided or declared any significant conflicts of interest associated with the submitted material. If authors have questions relating to this area they should consult the [ICMJE guidelines](#) regarding conflicts of interest or contact the UCDSMJ editorial team at studentmedicaljournal@ucd.ie.

The conflict of interest declaration within the Submission Form must be completed during submission of an article, containing either "NONE" or listing details of any conflicts of interest relating to the study.

Defamation

It is the responsibility of the author to ensure that no submission or part thereof is either intentionally or could be interpreted as defamatory or derogatory to any individual or organisation. Criticism of an individual or organisation within a submitted article must be

factual and the argument presented as balanced. Any questions regarding this topic should be forwarded to UCDSMJ editorial team at studentmedicaljournal@ucd.ie.

Plagiarism

It is the responsibility of the author to ensure that no submission or part thereof has been plagiarised in any form. Plagiarism involves the use of published or unpublished work without crediting the original author and/or presenting another person's work as the author's own. Reviewers of the articles will be in a position to check submitted articles for plagiarism.

Ethical Approval

It is the responsibility of the author to ensure that any research detailed in submissions to the UCDSMJ conform to UCD ethical guidelines. Please refer to the UCD Office of Research

Ethics for further information. Further information can also be obtained from the ICMJE guidelines.

Details of ethical approval must be provided when submitting material to the UCDSMJ.

Patient Consent

Case Report articles and any other article containing patient details or displaying images/figures with patient information must be accompanied by an approved Participant Consent Form (see appendix). If patients are identifiable to themselves or others, in either images or through text, informed consent must be sought from the patient in order to publish.

As well, any article that contains patient results, regardless of whether these results contain identifiers, requires patient consent. Consent to interview/examine a patient or to have access to clinical notes is not sufficient for the UCDSMJ to ensure that the patient has been fully informed of the intent to publish.

Appendix

1. Patient Consent Form
2. Title Page Template
3. Acknowledgements

Participant Consent Form

This form is to be completed to record participant's consent to publication of information in the UCD Student Medical Journal. This MUST be completed for all submissions where individuals may be directly identified, even if their names do not appear (ex. photos, interviews, etc.).

Name of individual described in article or shown in photograph:
Subject matter of photograph or article:
Title of Submission:
Corresponding Author:

I _____ [insert full name] give my consent for this information about MYSELF/MY CHILD OR WARD/MY RELATIVE [circle correct description] relating to the subject matter above ("The Information") to appear in the UCDSMJ.

I have seen and read the material to be submitted to the UCDSMJ.

I understand the following:

- (1) The Information will be published with or without my name attached, as previously decided with the author. I am aware of whether or not my name will be included.
- (2) If my name is not included in the article, the UCDSMJ will make every attempt to ensure my anonymity. I understand, however, that complete anonymity cannot be guaranteed and that the possibility exists that an individual (ex. hospital employees, relatives) may identify me from the information provided in the article.
- (3) The text of the article may be edited for style, grammar, consistency, and length.
- (4) The Information may be published in the annual print edition of the UCDSMJ. This journal is distributed to medical students and teaching staff at the School of Medicine at UCD but may be seen by individuals outside of this group.
- (5) The Information may also be placed on the UCDSMJ website and will be available in the public domain.
- (6) The UCDSMJ will not allow the Information to be used inappropriately for advertising or to be used out of context (e.g. an image will not be used to illustrate another article).
- (7) I can withdraw my consent at any point before publication; however, once the Information has been sent to press it is not possible to retract the consent.

Signature: _____ Date: _____

Title Page Template

Study Title

Student Name, Co-Author Name(s), Supervisor Name (if applicable)

Affiliations:

- 1) Department/School/etc, University College Dublin, Dublin, Ireland
- 2) Any other affiliations

Student email: xxx.xxx@ucdconnect.ie

Article type:

Word count:

Acknowledgements