GUIDELINES FOR AUTHORS

Manuscript Submission

Originality and copyright policy: Submission of a manuscript implies that it represents original material, has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, and that its publication is approved by all authors. Prior publication constitutes any form of publication other than an abstract and includes invited articles, proceedings, symposia, and book chapters. Authors must fully inform the Editor in the cover letter if the submitted manuscript contains data and/or clinical observations that have been published or submitted for publication elsewhere, supply copies of such material, and explain the differences between the previous and submitted works. If accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of Penerbit Universiti Sains Malaysia.

ScholarOne™ Manuscripts

Manuscripts must be submitted through the online submission system **ScholarOne™ Manuscripts**. New authors must first register at https://mc.manuscriptcentral.com/eimj

1. Log-in or click the "Create Account" option if you are a first-time user of **ScholarOne™ Manuscripts**.

2. If you are creating a new account:

    a. After clicking on **"Create Account"** enter your name and e-mail information and click "Next". Your e-mail information is very important.

    b. Enter your institution and address information as prompted then click "Next."

    c. Enter user ID and password of your choice (we recommend using your e-mail address as your user ID) and then select your area of expertise. Click "Finish" when done. (*Note: The password you select must be at least 8 characters long*)

3. After you have created your account, click "**Log-in**". You should see a welcome screen with two options: Author Center and Reviewer Center. Select "Author Center" for submission a manuscript.

4. After you have logged in author dashboard, click the **"Submit a new Manuscript"** link in the menu bar.

5. Enter data and answer questions as prompted.

6. Click on the "Next" button on each screen to save your work and advance to the next screen.

7. Your will be prompted to upload your files:

   a. Click on the "Browse" button and locate the file on your computer.

   b. Select the description of the file in the drop down next to the Browse button.

   c. When you have selected all files you wish to upload, click the "Upload" button. *(Note: You have a limit of 10 MB combined for all files you upload)*

8. Review your submission (in both PDF and HTML formats) before sending to the Editors. Click the **"Submit"** button when you are done reviewing.

9. Acknowledgment of receipt will be sent by email shortly after your submission is processed by online submission system. Submitted manuscripts will not be returned. Authors should retain an original copy.

Peer-Review

This journal practices a double-blind peer review policy. The Editorial Board may exercise their prerogative to reject a manuscript without peer review if that article is judged to be outside the scope of the journal, poorly written or formatted or lacking in significance. Please send us suggestions of possible reviewers' names with full information on postal and e-mail addresses. The reviewer selected by the editor may, of course, not necessarily be from the list.

Manuscript Preparation

All manuscripts must be prepared and submitted according to the journal's guidelines. Failure to comply will result in the manuscript not being accepted for consideration for publication.

Our publication criteria are based upon high ethical standards and rigorous scientific methodology based on recommendations of the Committee o Publication Ethics (COPE) (https://publicationethics.org/files/2008%20Code%20of%20Conduct.pdf) and the International Committee of Medical Journal Editors (http://www.icmje.org/recommendations/browse/).

Manuscripts should be concisely written, appropriately referenced, and coherently focused. Manuscripts should be clearly written in British English. Conclusions should flow logically from the data presented, and methodological flaws and limitations should be acknowledged. Manuscript preparation must meet Journal requirements, which are in accordance with "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (http://www.icmje.org) and are summarised as follows.

Authorship	Authorship credit should be based on:
	1. Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
	2. Drafting the article or revising it critically for important intellectual content;
	3. Final approval of the version to be published. Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship. All persons designated as authors should qualify for authorship.
Conflict of interest	The authors must state explicitly whether potential conflicts do or do not exist, including sources of support, in the Title Page of the manuscript
Protection of human subjects	When reporting experiments on human subjects, in the Methods section of the manuscript, authors must indicate that:
	1. The procedures followed were ethically approved by the responsible committee on human experimentation (institutional and national);
	2. Written informed consent was given by subjects and/or their guardians prior to the study participation. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach.
Cover letter	Manuscripts must be accompanied by a cover letter. As well as the full address of the corresponding author, the letter should include the following statements:
	1. Confirmation that the manuscript is original material, has never been published before, is not under consideration for publication elsewhere, and has been approved by all authors.
	2. Confirmation that each author substantially contributed to the intellectual content of the paper and accepts public responsibility for that content.

Categories of Manuscripts (since 2019 onwards)

The following describes the different types of submissions published in the *Education in Medicine Journal*, including specific requirements for each, such as maximum word count and number of tables and figures allowed.

Original articles	This category is intended for full-scale medical education research. Original articles should range as follows:
	Abstract: including unstructured abstracts of up to 250 words with 3-5 keywords.
	Text: 3,500 to 5,000 words (not including abstract, references, tables and figures) with a maximum of 5 figures and 5 tables in total.

Review articles	This category is for scholarly, comprehensive reviews that summarise and critically evaluate research in the field addressed and identify future implications. Review articles should range as follows:
	Abstract: including unstructured abstracts of up to 250 words with 3-5 key words
	Text: 3,500 to 7,500 words (not including abstract, references, tables and figures) with a maximum of 5 figures and tables in total.
Commentaries	This category is intended for articles expressing views, judgements, and/or advices on the matters relevant to medical education field. Opinions should contain as follows:
	Abstract: up to 150 words
	Text: 1,000 to 1,500 words (not including abstracts, references, tables and figures).
Innovative ideas	This category is suitable for recording the results of complete small investigations or giving details of new models or hypotheses, innovative methods, techniques or apparatus related to medical education.
	Abstract: Not more than 175 words
	Text: Not more than 1,500 words
	Figures and tables: Not more than 3
	References: Less than 20
Special communications	These manuscripts describe an important issue in medical education research in a scholarly, thorough, well-referenced, systematic or evidence-based manner.
	Abstract: A narrative (unstructured) abstract of 150-250 words is required.
	Text: 1,500 to 3,500 words (excluding tables, figures and references).
	References: Less than 80
Short communications	These manuscripts describe a brief information on the original medical education research finding.
	Abstract: A narrative (unstructured) abstract of 150-200 words or fewer is required.
	Text: 1,500 to 3,000 words (excluding tables, figures, and references).
	References: Less than 40
Educational resources	These manuscripts should provide a practical educational guide or practice relevant to medical and health professions and within the journal scopes. It should range from 1,000 to 3,500 words (excluding unstructured abstract, figures, tables and references) with a maximum of 5 tables/figures.

Manuscript Format and Style

Title Page	The title page must be uploaded separately and should carry the following information:
	
	 1. **Title**, which should be concise but informative without using acronyms.
	 2. **Authors**, including first name, middle initial, and last name along with highest academic degree(s) and institutional affiliation(s) of each author.
	 3. **Running head** of 45 characters or less (count letters and spaces).
	 4. **Corresponding author** with full address, telephone numbers, and email address.
	 5. Statistical summary of the manuscript, including the total number of words, the number of words in the abstract, and the numbers of references, tables, and figures.
	 6. **Acknowledgements;** this section may include:
	    a) Acknowledgements of financial and material support, with the funding agency written out in full, followed by the grant number;
	    b) Contributions that need acknowledging but do not justify authorship;
	    c) Acknowledgement of technical help;
	    d) Indications of previous presentation.

Format (font style and size)	Manuscripts must be prepared using Microsoft Word and must be typed using 11 pt (Times New Roman) with margins of at least 1 inch and double-spaced. Number pages consecutively in the upper right-hand corner, beginning with the title page
Headings	**FIRST LEVEL HEADING** (uppercase, bold, flush left) **Second Level Heading** (upper lowercase, bold, flush left) **Third level heading** (sentence case, bold, flush left) *Fourth level heading* (sentence case, italic, flush left)

Listing	Lists may be either (run into) the text or set vertically (outline style).
	
	 Outline style
	
	 Compose three sentences:
	
	   a. To illustrate the use of commas in dates
	
	   b. To distinguish the use of semicolons from the use of periods
	
	   c. To illustrate the use of parentheses within dashes
	
	 Run in
	
	 You are advised to pack (a) clothes, (b) sneakers, and (c) camera

Abstract	The abstract should be in **unstructured** format including: Objective (purpose of the study or research question), Methods (study design, sample selection, setting, subjects, interventions(s) if any, and main outcome measure(s)), Results (main findings - giving their statistical significance, if possible), and Conclusion. It should range between 150-250 words.
Introduction	Provide a context or background for the study (i.e., the nature of the problem and its significance). State the specific purpose or research objective of, or hypothesis tested by, the study or observation. The main and secondary objectives should be made clear, and any pre-specified subgroup analyses should be described. Give only strictly pertinent references and do not include data or conclusions from the work being reported.
Methods	It should include only information that was available at the time the plan or protocol for the study was written; all information obtained during the conduct of the study belongs in the Results section.
	Selection and description of participants: Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. The guiding principle should be clarity about how and why a study was done in a particular way.
	Technical information: Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the experiment. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesising data. These methods should also be summarised in the abstract.
	Statistics: Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results.
Results	Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasise or summarise only important observations. When data are summarised in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables.

Discussion	Emphasise the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. For experimental studies, it is useful to begin the discussion by summarising briefly the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice. Avoid claiming priority and alluding to work that has not been completed.
Conclusion	In this section, state the main conclusion of the study in the context of the formulated problem.
Equations	1. Equation must be prepared using MathType. 2. All equations must be fully editable using MathType. 3. Do not submit equation as an embedded image in the manuscript.
Nomenclature and units	The use of units and symbols provided by the International Bureau of Weights and Measures (BIPM) of The International System of Units (SI) is recommended. Commonly used unit: - g (gram), mL (millilitre), m (meter), mol (mole), min (minute). All similar-looking letters, numbers, and unusual/special symbols whose identity may not be obvious must be identified the first time they appear, and at all subsequent times when confusion might arise [for example, the number 'one' (1) and the letter 'ell' (l); the Roman letter 'kay' (k) and the Greek letter 'kappa' (κ); the 'proportional to' symbol ($\propto$) and the Greek 'alpha' (α)].
Tables	Table(s) must be uploaded separately. Tables capture information concisely and display it efficiently; they also provide information at any desired level of detail and precision. Including data in tables rather than text frequently makes it possible to reduce the length of the text. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Do not use internal horizontal or vertical lines. Give each column a short or abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations. For footnotes, use the following symbols, in sequence: *,†,‡,§,||,¶,**,††,‡‡. Identify statistical measures of variations, such as standard deviation and standard error of the mean. Be sure that each table is mentioned in the text. If you use data from another published or unpublished source, obtain permission and acknowledge them fully.
Figures	Figure(s) must be uploaded separately in TIFF and EPS format only. Figures should be numbered consecutively according to the order in which they have been first cited in the text. Type or print out legends for illustrations using double spacing, starting on a separate page.

References	The reference style should be in concordance with **Vancouver format (using round brackets)** for examples.

> Depression is a disease state affecting both the body and the brain, and it contributes to direct and indirect healthcare costs via consequent disability and reduced productivity **(1)**. Depression affects nearly 340 million people worldwide at any given time **(2, 3)**. In clinical population with depression, physical symptoms are common **(1, 4–6)**.

Authors are responsible for the accuracy and completeness of the references. Abstracts must not consist of any reference citation. References to papers accepted but not yet published should be designated as "in press" or "forthcoming". Information from manuscripts submitted but not accepted should be avoided but, if necessary, may be cited in the text as "unpublished observations". Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. Only relevant references cited in the text should be included, and numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in brackets. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure.

Authors are required to provide the DOI for all references, which are assigned one and are responsible for the accuracy of the references.

The titles of journals should be abbreviated according to the style used in the Index Medicus (https://www.ncbi.nlm.nih.gov/nlmcatalog/journals/)

The reference style should be in concordance with the International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals (full details are available at http://www.nlm.nih.gov/bsd/uniform_requirements.html).