Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*

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I. ABOUT THE RECOMMENDATIONS
A. Purpose of the Recommendations
   ICMJE developed these recommendations to review best practice and ethical standards in the conduct and reporting of research and other material published in medical journals, and to help authors, editors, and others involved in peer review and biomedical publishing create and distribute accurate, clear, unbiased medical journal articles. The recommendations may also provide useful insights into the medical editing and publishing process for the media, patients and their families, and general readers.

B. Who Should Use the Recommendations?
   These recommendations are intended primarily for use by authors who might submit their work for publication to ICMJE member journals. Many non-ICMJE journals voluntarily use these recommendations (see www.icmje.org/journals.html). The ICMJE encourages that use but has no authority to monitor or enforce it. In all cases, authors should use these recommendations along with individual journals’ instructions to authors. Authors should also consult guidelines for the reporting of specific study types (e.g., the CONSORT guidelines for the reporting of randomized trials); see http://equator-network.org.

* Developed by members of the ICMJE over the period 2011 to 2013.
I. Definitions of Authorship

1. Substantial contributions to the conception or design of the study, or acquisition, analysis, or interpretation of data for the study; AND
2. Drafting the article or revising it critically; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of the work are appropriately investigated and resolved.

In addition, the authorship criteria above imply responsibility and accountability for published work. The following recommendations are intended to ensure that contributors who have made substantive intellectual contributions to a paper are given credit as authors, but also that contributors credited as authors understand their role in taking responsibility and being accountable for what is published.

Because authorship does not communicate what contributions qualified an individual to be an author, some journals now request and publish information about the contributions of each person named as having participated in a submitted study, at least for original research. Editors are strongly encouraged to develop and implement a contributorship policy, as well as a policy that identifies who is responsible for the integrity of the work as a whole. Such policies remove much of the ambiguity surrounding contributions, but leave unresolved the question of the quantity and quality of contribution that qualify an individual for authorship. The ICMJE has thus developed criteria for authorship that can be used by all journals, including those that distinguish authors from other contributors.

2. Who Is an Author?

The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged—see Section II.A.3 below. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses. It is the collective responsibility of the authors, not the journal to which the work is submitted, to determine that all people named as authors meet all four criteria; it is not the role of journal editors to determine who qualifies or does not qualify for authorship or to arbitrate authorship conflicts. If agreement cannot be reached about who qualifies for authorship, the institution(s) where the work was performed, not

Journals that follow these recommendations are encouraged to incorporate them into their instructions to authors and to make explicit in those instructions that they follow ICMJE recommendations. Journals that wish to be identified on the ICMJE website as following these recommendations should notify the ICMJE secretariat via e-mail at icmje@acponline.org. Journals that in the past have requested such identification but who no longer follow ICMJE recommendations should use the same means to request removal from this list.

The ICMJE encourages wide dissemination of these recommendations and reproduction of this document in its entirety for educational, not-for-profit purposes without regard for copyright, but all uses of the recommendations and document should direct readers to www.icmje.org for the official, most recent version, as the ICMJE updates the recommendations periodically when new issues arise.

C. History of the Recommendations

The ICMJE has produced multiple editions of this document, previously known as the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMs). The URM was first published in 1978 as a way of standardizing manuscript format and preparation across journals. Over the years, issues in publishing that went well beyond manuscript preparation arose, resulting in development of a number of Separate Statements on editorial policy. The entire Uniform Requirements document was revised in 1997; sections were updated in May 1999 and May 2000. In May 2001, the ICMJE revised the sections related to potential conflicts of interest. In 2003, the committee revised and reorganized the entire document and incorporated the Separate Statements into the text, and revised it again in 2010. Previous versions of this document can be found in the “Archives” section of www.icmje.org. This version, now renamed “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (ICMJE Recommendations), was released in 2013.

II. ROLES AND RESPONSIBILITIES OF AUTHORS, CONTRIBUTORS, REVIEWERS, EDITORS, PUBLISHERS, AND OWNERS

A. Defining the Role of Authors and Contributors

1. Why Authorship Matters

Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work. The following recommendations are intended to ensure that contributors who have made substantive intellectual contributions to a paper are given credit as authors, but also that contributors credited as authors understand their role in taking responsibility and being accountable for what is published.

Because authorship does not communicate what contributions qualified an individual to be an author, some
3. Non-Author Contributors

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g., “Clinical Investigators” or “Participating Investigators”), and their contributions should be specified (e.g., “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” “provided and cared for study patients,” “participated in writing or technical editing of the manuscript”).

Because acknowledgment may imply endorsement by acknowledged individuals of a study’s data and conclusions, editors are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.

B. Author Responsibilities—Conflicts of Interest

Public trust in the scientific process and the credibility of published articles depend in part on how transparently conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication of scientific work.

A conflict of interest exists when professional judgment concerning a primary interest (such as patients’ welfare or the validity of research) may be influenced by a secondary interest (such as financial gain). Perceptions of conflict of interest are as important as actual conflicts of interest.

Financial relationships (such as employment, consultancies, stock ownership or options, honoraria, patents, and paid expert testimony) are the most easily identifiable conflicts of interest. Conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships or rivalries, academic competition, and intellectual beliefs. Conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication process—not only authors but also peer reviewers, editors, and paid expert testimony are the most easily identifiable sources of conflicts of interest. However, conflicts can occur for other reasons, such as personal relationships or rivalries, academic competition, and intellectual beliefs. Conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication process—not only authors but also peer reviewers, editors, and paid expert testimony are the most easily identifiable sources of conflicts of interest. However, conflicts can occur for other reasons, such as personal relationships or rivalries, academic competition, and intellectual beliefs. Conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication process—not only authors but also peer reviewers, editors, and paid expert testimony are the most easily identifiable sources of conflicts of interest.
2. Reporting Conflicts of Interest

Articles should be published with statements or supporting documents, such as the ICMJE conflict of interest form, declaring:

- Authors’ conflicts of interest; and
- Sources of support for the work, including sponsor names along with explanations of the role of those sources if any in study design; collection, analysis, and interpretation of data; writing of the report; the decision to submit the report for publication; or a statement declaring that the supporting source had no such involvement; and
- Whether the authors had access to the study data, with an explanation of the nature and extent of access, including whether access is on-going.

To support the above statements, editors may request that authors of a study sponsored by a funder with a proprietary or financial interest in the outcome sign a statement, such as “I had full access to all of the data in this study and I take complete responsibility for the integrity of the data and the accuracy of the data analysis.”

C. Responsibilities in the Submission and Peer-Review Process

1. Authors

Authors should abide by all principles of authorship and declaration of conflicts of interest detailed in section IIA and B of this document.

2. Journals

a. Confidentiality

Manuscripts submitted to journals are privileged communications that are authors’ private, confidential property, and authors may be harmed by premature disclosure of any or all of a manuscript’s details.

Editors therefore must not share information about manuscripts, including whether they have been received and are under review, their content and status in the review process, criticism by reviewers, and their ultimate fate, to anyone other than the authors and reviewers. Requests from third parties to use manuscripts and reviews for legal proceedings should be politely refused, and editors should do their best to provide such confidential material should it be subpoenaed.

Editors must also make clear that reviewers should keep manuscripts, associated material, and the information they contain strictly confidential. Reviewers and editorial staff members must not publicly discuss the authors’ work, and reviewers must not appropriate authors’ ideas before the manuscript is published. Reviewers must not retain the manuscript for their personal use and should destroy paper copies of manuscripts and delete electronic copies after submitting their reviews.

When a manuscript is rejected, it is best practice for journals to delete copies of it from their editorial systems unless retention is required by local regulations. Journals that retain copies of rejected manuscripts should disclose this practice in their Information for Authors.

When a manuscript is published, journals should keep copies of the original submission, reviews, revisions, and correspondence for at least three years and possibly in perpetuity, depending on local regulations, to help answer future questions about the work should they arise.

Editors should not publish or publicize peer reviewers’ comments without permission of the reviewer and author. If journal policy is to blind authors to reviewer identity and comments are not signed, that identity must not be revealed to the author or anyone else without the reviewers’ expressed written permission.

Confidentiality may have to be breached if dishonesty or fraud is alleged, but editors should notify authors or reviewers if they intend to do so and confidentiality must otherwise be honored.
b. Timeliness

Editors should do all they can to ensure timely processing of manuscripts with the resources available to them. If editors intend to publish a manuscript, they should attempt to do so in a timely manner and any planned delays should be negotiated with the authors. If a journal has no intention of proceeding with a manuscript, editors should endeavor to reject the manuscript as soon as possible to allow authors to submit to a different journal.

c. Peer Review

Peer review is the critical assessment of manuscripts submitted to journals by experts who are usually not part of the editorial staff. Because unbiased, independent, critical assessment is an intrinsic part of all scholarly work, including scientific research, peer review is an important extension of the scientific process.

The actual value of peer review is widely debated, but the process facilitates a fair hearing for a manuscript among members of the scientific community. More practically, it helps editors decide which manuscripts are suitable for their journals. Peer review often helps authors and editors improve the quality of reporting.

It is the responsibility of the journal to ensure that systems are in place for selection of appropriate reviewers. It is the responsibility of the editor to ensure that reviewers have access to all materials that may be relevant to the evaluation of the manuscript, including supplementary material for e-only publication, and to ensure that reviewer comments are properly assessed and interpreted in the context of their declared conflicts of interest.

A peer-reviewed journal is under no obligation to send submitted manuscripts for review, and under no obligation to follow reviewer recommendations, favorable or negative. The editor of a journal is ultimately responsible for the selection of all its content, and editorial decisions may be informed by issues unrelated to the quality of a manuscript, such as suitability for the journal. An editor can reject any article at any time before publication, including after acceptance if concerns arise about the integrity of the work.

Journals may differ in the number and kinds of manuscripts they send for review, the number and types of reviewers they seek for each manuscript, whether the review process is open or blinded, and other aspects of the review process. For this reason and as a service to authors, journals should publish a description of their peer-review process.

Journals should notify reviewers of the ultimate decision to accept or reject a paper, and should acknowledge the contribution of peer reviewers to their journal. Editors are encouraged to share reviewers’ comments with co-reviewers of the same paper, so reviewers can learn from each other in the review process.

As part of peer review, editors are encouraged to review research protocols, plans for statistical analysis if separate from the protocol, and/or contracts associated with project-specific studies. Editors should encourage authors to make such documents publicly available at the time of or after publication, before accepting such studies for publication. Some journals may require public posting of these documents as a condition of acceptance for publication.

Journal requirements for independent data analysis and for public data availability are in flux at the time of this revision, reflecting evolving views of the importance of data availability for pre- and post-publication peer review. Some journal editors currently request a statistical analysis of trial data by an independent biostatistician before accepting studies for publication. Others ask authors to say whether the study data are available to third parties to view and/or use/analyze, while still others encourage or require authors to share their data with others for review or reanalysis.

Each journal should establish and publish their specific requirements for data analysis and posting in a place where potential authors can easily access.

Some people believe that true scientific peer review begins only on the date a paper is published. In that spirit, medical journals should have a mechanism for readers to submit comments, questions, or criticisms about published articles, and authors have a responsibility to respond appropriately and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication (see Section III).

ICMJE believes investigators have a duty to maintain the primary data and analytic procedures underpinning the published results for at least 10 years. The ICMJE encourages the preservation of these data in a data repository to ensure their longer-term availability.

d. Integrity

Editorial decisions should be based on the relevance of a manuscript to the journal and on the manuscript’s originality, quality, and contribution to evidence about important questions. Those decisions should not be influenced by commercial interests, personal relationships or agendas, or findings that are negative or that credibly challenge accepted wisdom. In addition, authors should submit for publication or otherwise make publicly available, and editors should not exclude from consideration for publication, studies with findings that are not statistically significant or that have inconclusive findings. Such studies may provide evidence that combined with that from other studies through meta-analysis might still help answer important questions, and a public record of such negative or inconclusive findings may prevent unwarranted replication of effort or otherwise be valuable for other researchers considering similar work.

Journals should clearly state their appeals process and should have a system for responding to appeals and complaints.
3. Peer Reviewers

Manuscripts submitted to journals are privileged communications that are authors’ private, confidential property, and authors may be harmed by premature disclosure of any or all of a manuscript’s details.

Reviewers therefore should keep manuscripts and the information they contain strictly confidential. Reviewers must not publicly discuss authors’ work and must not appropriate authors’ ideas before the manuscript is published. Reviewers must not retain the manuscript for their personal use and should destroy copies of manuscripts after submitting their reviews.

Reviewers are expected to respond promptly to requests to review and to submit reviews within the time agreed. Reviewers’ comments should be constructive, honest, and polite.

Reviewers should declare their conflicts of interest. They should recuse themselves from the peer-review process if a conflict exists.

D. Journal Owners

1. Journal Owners

Owners have a common purpose: to support the publication of scholarly work.

It is the responsibility of medical journal owners to make appointments and dismissals. Owners should provide editors with clear and comprehensive expectations for performance, including measures of success and the processes for evaluation, selection, scheduling, or editing of individual works, and content of their journal and the timing of publication of that content. Journal owners should not interfere in the evaluation, selection, scheduling, or editing of individual articles either directly or by creating an environment that strongly influences decisions. Editors should base editorial decisions on the validity of the work and its importance to the journal’s readers, not on the commercial implications for the journal, and editors should be free to express critical but responsible views about all aspects of medicine without fear of retribution, even if these views conflict with the commercial goals of the publisher.

Editors-in-chief should also have the final say in decisions about which advertisements or sponsored content, including supplements, the journal will and will not carry, and they should have final say in use of the journal brand and in overall policy regarding commercial use of journal content.

Journals are encouraged to establish an independent editorial advisory board to help the editor establish and maintain editorial policy. Editors should seek input as needed from a broad array of advisers, such as reviewers, editorial staff, an editorial board, and readers, to support editorial decisions and potentially controversial expressions of opinion, and owners should ensure that appropriate insurance is obtained in the event of legal action against the editors, and should ensure that legal advice is available when necessary. If legal problems arise, the editor should inform their legal adviser and their owner and/or publisher as soon as possible. Editors should defend the confidentiality of authors and peer-reviewers (names and reviewer comments) in accordance with ICMJE policy (see Section II C.2.a). Editors should take all reasonable steps to check the facts in journal commentary, including that in news sections and social media postings, and should ensure that staff working for the journal adhere to best journalistic practices including contemporaneous note-taking and seeking a response from all parties when possible before publication. Such practices in support of truth and public interest may be particularly relevant in defense against legal allegations of libel.

To secure editorial freedom in practice, the editor should have direct access to the highest level of ownership, not to a delegated manager or administrative officer.

Editors and editors’ organizations are obliged to support the concept of editorial freedom and to draw major transgressions of such freedom to the attention of the international medical, academic, and lay communities.

2. Editorial Freedom

The ICMJE adopts the World Association of Medical Editors’ definition of editorial freedom, which holds that editors-in-chief have full authority over the entire editorial
A. Corrections and Version Control

Honest errors are a part of science and publishing and require publication of a correction when they are detected. Corrections are needed for errors of fact. Matters of debate are best handled as letters to the editor, as print or electronic correspondence, or as posts in a journal-sponsored online forum. Updates of previous publications (e.g., an updated systematic review or clinical guideline) are considered a new publication rather than a version of a previously published article.

If a correction is needed, journals should follow these minimum standards:

- The journal should publish a correction as soon as possible detailing changes from and citing the original publication; the correction should link the electronic or numbered printpage that is included in an electronic or a print Table of Contents to ensure proper indexing.
- The journal should post the new article version with details of the changes from the original version and the date(s) on which the changes were made.
- The journal should archive all prior versions of the article. This archive can be either directly accessible to readers or can be made available to the reader on request.
- Previous electronic versions should prominently note that there are more recent versions of the article.
- The citation in the most recent version of the article should reflect any published erratum.
- Errors serious enough to invalidate a paper’s findings may require retraction.
- Each situation requires individual assessment.

B. Scientific Misconduct, Expressions of Concern, and Retraction

Scientific misconduct includes but is not necessarily limited to data fabrication; data falsification including deceptive manipulation of images; and plagiarism. Some people consider failure to publish the results of clinical trials and other human studies a form of scientific misconduct. While each of these practices is problematic, they are not equivalent. Each situation requires individual assessment by relevant stakeholders. When scientific misconduct is alleged, or concerns are otherwise raised about the conduct or integrity of work described in submitted or published papers, the editor should initiate appropriate procedures detailed by such committees such as the Committee on Publication Ethics (COPE) (publicationethics.org/resources/flowcharts) and may choose to publish an expression of concern pending the outcomes of those procedures. If the procedures involve an investigation at the authors’ institution, the editor should seek to discover the outcome of that investigation, notify readers of the outcome if appropriate, and if the investigation proves scientific misconduct, publish a retraction of the article. There may be circumstances in which no misconduct is proven, but an exchange of letters to the editor could be published to highlight matters of debate to readers.

Expressions of concern and retractions should not simply be a letter to the editor. Rather, they should be prominently labelled, appear on an electronic or numbered print page that is included in an electronic or a print Table of Contents to ensure proper indexing, and include in their heading the title of the original article. Online, the retraction and original article should be linked in both directions and the retracted article should be clearly labelled as re-
tricted in all its forms (Abstract, full text, PDF). Ideally, the authors of the retraction should be the same as those of the article, but if they are unwilling or unable the editor may under certain circumstances accept retractions by other responsible persons, or the editor may be the sole author of the retraction or expression of concern. The text of the retraction should explain why the article is being retracted and include a complete citation reference to that article. Retracted articles should remain in the public domain and be clearly labelled as retracted.

The validity of previous work by the author of a fraudulent paper cannot be assumed. Editors should ask the author’s institution to assure them of the validity of earlier work published in their journals, or they may retract it. If this is not done, editors may choose to publish an announcement expressing concern that the validity of previously published work is uncertain.

The integrity of research may also be compromised by inappropriate methodology that could lead to retraction.

See COPE flowcharts for further guidance on retractions and expressions of concern. See Section IV.g.i. for guidance about avoiding referencing retracted articles.

C. Copyright

Journals should make clear the type of copyright under which work will be published, and if the journal retains copyright, should detail the journal’s position on the transfer of copyright for all types of content, including audio, video, protocols, and data sets. Medical journals may ask authors to transfer copyright to the journal. Some journals require transfer of a publication license. Some journals do not require transfer of copyright and rely on such vehicles as Creative Commons licenses. The copyright status of articles in a given journal can vary: Some content cannot be copyrighted (for example, articles written by employees of some governments in the course of their work). Editors may waive copyright on other content, and some content may be protected under other agreements.

D. Overlapping Publications

1. Duplicate Submission

Authors should not submit the same or different articles to more than one journal. The potential for disagreement and conflict of interest (other than financial) claim the right to publish a study. For example, both the journals may include the possibility that the same manuscript, and publish the same article.

2. Duplicate Publication

Duplicate publication overlaps substantially with clear, visible reference to other work. Readers of medical journals deserve to be able to trust that what they are reading is original research. The ICMJE does not consider results posted in clinical trial registries as previous publication if the results are presented in the same, ICMJE-accepted registry in which initial registration of trial methods occurred and if the results are post-exclusive. The ICMJE encourages authors to include a statement with the registration that indicates that the results have not yet been published in a peer-reviewed journal, and to update the results registry with the full journal citation when the results are published.

The ICMJE will not consider as prior publication the posting of trial results in any registry that meets the criteria noted in Section III.L. if results are limited to a brief (500 word) structured abstract or tables (to include patients enrolled, key outcomes, and adverse events).

statement that the author and editor are intentionally republishing an article (which might be considered for historic or landmark papers, for example). The bases of this position are international copyright laws, ethical conduct, and cost-effective use of resources. Duplicate publication of original research is particularly problematic because it can result in inadvertent double-counting of data or inappropriate weighting of the results of a single study, which distorts the available evidence.

When authors submit a manuscript reporting work that has already been reported in large part in a published article or is contained in or closely related to another paper that has been submitted or accepted for publication elsewhere, the letter of submission should clearly say so and the authors should provide copies of the related material to help the editor decide how to handle the submission. See also Section IV.B.

This recommendation does not prevent a journal from considering a complete report that follows publication of a preliminary report, such as a letter to the editor or an abstract or poster displayed at a scientific meeting. It also does not prevent journals from considering a paper that has been presented at a scientific meeting but was not published in full, or that is being considered for publication in proceedings or similar format. Press reports of scheduled meetings are not usually regarded as breaches of this rule, but they may be if additional data tables or figures enrich such reports. Authors should also consider how dissemination of their findings outside of scientific presentations at meetings may diminish the priority journal editors assign to their work. An exception to this principle may occur when information that has immediate implications for public health needs to be disseminated, but when possible, early dissemination of findings before publication should be discussed with and agreed upon by the editor in advance.

Sharing with public media, government agencies, or manufacturers the scientific information described in a paper or a letter to the editor that has been accepted but not yet published violates the policies of many journals. Such reporting may be warranted when the paper or letter describes major therapeutic advances; reportable diseases; or public health hazards, such as serious adverse effects of drugs, vaccines, other biological products, medical devices. This reporting, whether in print or online, should not jeopardize publication, but should be discussed with and agreed upon by the editor in advance when possible.

The ICMJE does not consider results posted in clinical trial registries as previous publication if the results are presented in the same ICMJE-accepted registry in which initial registration of trial methods occurred and if the results are posted in the form of brief structured abstracts or tables. The ICMJE encourages authors to include a statement with the registration that indicates that the results have not yet been published in a peer-reviewed journal, and to update the results registry with the full journal citation when the results are published.
Editors of different journals may together decide to simultaneously or jointly publish an article if they believe that doing so would be in the best interest of public health. However, the National Library of Medicine (NLM) indexes all such simultaneously published joint publications separately, so editors should include a statement making the simultaneous publication clear to readers.

Authors who attempt duplicate publication without such notification should expect at least prompt rejection of the submitted manuscript. If the editor was not aware of the violations and the article has already been published, then the article might warrant retraction with or without the author’s explanation or approval.

See COPE flowcharts for further guidance on handling duplicate publication.

3. Acceptable Secondary Publication

Secondary publication of material published in other journals or online may be justifiable and beneficial, especially when intended to disseminate important information to the widest possible audience (e.g., guidelines produced by government agencies and professional organizations in the same or a different language). Secondary publication for various other reasons may also be justifiable provided the following conditions are met:

1. The authors have received approval from the editors of both journals (the editor concerned with secondary publication must have access to the primary version).
2. The priority of the primary publication is respected by a publication interval negotiated by both editors with the authors.
3. The paper for secondary publication is intended for a different group of readers; an abbreviated version could be sufficient.
4. The secondary version faithfully reflects the data and interpretations of the primary version.
5. The secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part elsewhere—for example, with a note that might read, “This article is based on a study first reported in the [journal title, with full reference]”—and the secondary version cites the primary reference.
6. The title of the secondary publication should indicate that it is a secondary publication (complete or abridged republication or translation) of a primary publication. Of note, the NLM does not consider translations to be “republications” and does not cite or index them when the original article was published in a journal that is indexed in MEDLINE.

When the same journal simultaneously publishes an article in multiple languages, the MEDLINE citation will note the multiple languages (for example, Angelo M. Journal networking in nursing: a challenge to be shared. Rev Esc Enferm USP. 2011 Dec 45[6]:1281-2,1279-80,1283-4. Article in English, Portuguese, and Spanish. No abstract available. PMID 22241182).

4. Manuscripts Based on the Same Database

If editors receive manuscripts from separate research groups or from the same group analyzing the same data set (for example, from a public database, or systematic reviews or meta-analyses of the same evidence), the manuscripts should be considered independently because they may differ in their analytic methods, conclusions, or both. If the data interpretation and conclusions are similar, it may be reasonable although not mandatory for editors to give preference to the manuscript submitted first. Editors might consider publishing more than one manuscript that overlap in this way because different analytical approaches may be complementary and equally valid, but manuscripts based upon the same dataset should add substantially to each other to warrant consideration for publication as separate papers, with appropriate citation of previous publications from the same dataset to allow for transparency.

Secondary analyses of clinical trial data should cite any primary publication, clearly state that it contains secondary analyses/results, and use the same identifying trial registration number as the primary trial.

Sometimes for large trials it is planned from the beginning to produce numerous separate publications regarding separate research questions but using the same original patient sample. In this case authors may use the original single trial registration number, if all the outcome parameters were defined in the original registration. If the authors registered several substudies as separate entries in, for example, clinicaltrials.gov, then the unique trial identifier should be given for the study in question. The main issue is transparency, so no matter what model is used it should be obvious for the reader.

E. Correspondence

Medical journals should provide readers with a mechanism for submitting comments, questions, or criticisms about published articles, usually but not necessarily always through a correspondence section or online forum. The authors of articles discussed in correspondence or an online forum have a responsibility to respond to substantial criticisms of their work using those same mechanisms and should be asked by editors to respond. Authors of correspondence should be asked to declare any competing or conflicting interests.

Correspondence may be edited for length, grammatical correctness, and journal style. Alternatively, editors may choose to make available to readers unedited correspondence, for example, via an online commenting system. Such commenting is not indexed in Medline unless it is subsequently published on a numbered electronic or print page. However, the journal handles correspondence, it should make known its practice. In all instances, editors
F. Supplements, Theme Issues, and Special Series

Supplements are collections of papers that deal with related issues or topics, are published as a separate issue of the journal or as part of a regular issue, and may be funded by sources other than the journal’s publisher. Because funding can be from many sources, journals must make an effort to ensure that the content of supplements reflects accurate information that is relevant, interesting, and of high quality. They also have a responsibility to allow a range of opinions and points of view, even if they are not in the majority. Editors must make an effort to screen discourteous, inaccurate, or unnecessary manuscripts. In the interests of fairness, these interactions should be governed by the same principles outlined above for supplements, Theme Issues and Special Series (Section III.G).

F. Fees

Journals should be transparent about their types of revenue streams. Any fees or charges that are required for manuscript processing and/or publishing materials in the journal shall be clearly stated in a place that is easy for potential authors to find prior to submitting their manuscripts for review or explained to authors before they begin preparing their manuscript for submission (http://publicationethics.org/files/u7140/Principles_of_Transparency_and_Best_Practice_in_Scholarly_Publishing.pdf).

G. Sponsorship or Partnership

Various entities may seek interactions with journals or editors in the form of sponsorships, partnerships, meetings, or other types of activities. To preserve editorial independence, these interactions should be governed by the same principles outlined above for supplements, Theme Issues and Special Series (Section III.G).

H. Electronic Publishing

Most medical journals are now published in electronic as well as print versions, and some are published only in electronic form. Principles of print and electronic publishing are identical, and the recommendations of this document apply equally to both. However, electronic publishing provides opportunities for versioning and raises issues about link stability and content preservation that are addressed here.

Recommendations for corrections and versioning are detailed in Section III.A.

Electronic publishing allows linking to sites and resources beyond journals over which journal editors have no editorial control. For this reason, and because links to external sites could be perceived as implying endorsement of those sites, journals should be cautious about external linking. When a journal does link to an external site, it should state that it does not endorse or take responsibility or liability for any content, advertising, products, or other materials on the linked sites, and does not take responsibility for the sites’ availability.

Permanent preservation of journal articles on a journal’s website, or in an independent archive or a credible repository is essential for the historical record. Removing an article from a journal’s website in its entirety is almost never justified as copies of the article may have been downloaded even if its online posting was brief. Such archives should be freely accessible or accessible to archive members. Deposition in multiple archives is encouraged. However, if necessary for legal reasons (e.g., libel action), the URL for the removed article must contain a detailed reason for the removal, and the article must be retained in the journal’s internal archive.

Permanent preservation of a journal’s total content is the responsibility of the journal publisher, who in the event of journal termination should be certain the journal files are transferred to a responsible third party who can make the content available.

Journal websites should post the date that nonarticle web pages, such as those listing journal staff, editorial board members, and instructions for authors, were last updated.

I. Advertising

Most medical journals carry advertising, which generates income for their publishers, but journals should not be dominated by advertisements, and advertising must not be allowed to influence editorial decisions.

Journals should have formal, explicit, written policies
for advertising in both print and electronic versions. Best practice prohibits selling advertisements intended to be juxtaposed with editorial content on the same product. Advertisements should be clearly identifiable as advertisements. Editors should have full and final authority for approving print and online advertisements and for enforcing advertising policy.

Journals should not carry advertisements for products proven to be seriously harmful to health. Editors should ensure that existing regulatory or industry standards for advertisements specific to their country are enforced, or develop their own standards. The interests of organizations or agencies should not control classified and other nondisplay advertising, except where required by law. Editors should consider all criticisms of advertisements for publication.

J. Journals and the Media

Journals’ interactions with media should balance competing priorities. The general public has a legitimate interest in all journal content and is entitled to important information within a reasonable amount of time, and editors have a responsibility to facilitate that. However media reports of scientific research before it has been peer-reviewed and fully vetted may lead to dissemination of inaccurate or premature conclusions, and doctors in practice need to have research reports available in full detail before they can advise patients about the reports’ conclusions.

An embargo system has been established in some countries and by some journals to assist this balance, and to prevent publication of stories in the general media before publication of the original research in the journal. For the media, the embargo creates a “level playing field,” which most reporters and writers appreciate since it minimizes the pressure on them to publish stories before competitors when they have not had time to prepare carefully. Consistency in the timing of public release of biomedical information is also important in minimizing economic chaos, since some articles contain information that has potential to influence financial markets. The ICMJE acknowledges criticisms of embargo systems as being self-serving of journals’ interests and an impediment to rapid dissemination of scientific information, but believe the benefits of the systems outweigh their harms.

The following principles apply equally to print and electronic publishing and may be useful to editors as they seek to establish policies on interactions with the media:

- Editors can foster the orderly transmission of medical information from researchers, through peer-reviewed journals, to the public. This can be accomplished by an agreement with authors that they will not publicize their work while their manuscript is under consideration or awaiting publication and an agreement with the media that they will not release stories before publication of the original research in the journal, in return for which the journal will cooperate with them in preparing accurate stories by issuing, for example, a press release.

- Editors need to keep in mind that an embargo system works on the honor system—no formal enforcement or policing mechanism exists. The decision of a significant number of media outlets or biomedical journals not to respect the embargo system would lead to its rapid dissolution.

- Notwithstanding authors’ belief in their work, very little medical research has such clear and urgently important clinical implications for the public’s health that the news must be released before full publication in a journal. When such exceptional circumstances occur, the appropriate authority responsible for public health should decide whether to disseminate information to physicians and the media in advance and should be responsible for this decision. If the author and the appropriate authorities wish to have a manuscript considered by a particular journal, the editor should be consulted before any public release. If editors acknowledge the need for immediate release, they should waive their policies limiting prepublication publicity.

- Policies designed to limit prepublication publicity should not apply to accounts in the media of presentations at scientific meetings or to the abstracts from these meetings (see Duplicate Publication). Researchers who present their work at a scientific meeting should feel free to discuss their presentations with reporters but should be discouraged from offering more detail about their study than was presented in the talk, or should consider how giving such detail might diminish the priority journal editors assign to their work (see Duplicate Publication).

- When an article is close to being published, editors or journal staff should help the media prepare accurate reports by providing news releases, answering questions, supplying advance copies of the article, or referring reporters to appropriate experts. This assistance should be contingent on the media’s cooperation in timing the release of a story to coincide with publication of the article.

K. Clinical Trial Registration

The ICMJE’s clinical trial registration policy is detailed in a series of editorials (see Updates and Editorials [www.icmje.org/update.html] and FAQs [www.icmje.org /faq_clinical.html]).

Briefly, the ICMJE requires, and recommends that all medical journal editors require, registration of clinical trials in a public trials registry at or before the time of first patient enrollment as a condition of consideration for publication. Editors requesting inclusion of their journal on the ICMJE website list of publications that follow ICMJE guidance [icmje.org/journals.html] should recognize that the listing implies enforcement by the journal of ICMJE’s trial registration policy.

The ICMJE defines a clinical trial as any research project that prospectively assigns people to
an intervention, with or without concurrent comparison or control groups, to study the cause-and-effect relationship between a health-related intervention and a health outcome. Health-related interventions are those used to modify a biomedical or health-related measure. Examples include drugs, surgical treatments, behavioural treatments, dietary interventions, quality improvement interventions, and process-of-care changes. Health outcomes are any biomedical or health-related measures obtained in patients or participants, including outcomes and adverse events. The ICMJE considers inadequate trial registrations missing any of the 20 data fields or those that have fields that contain uninformative information. Although not a required item, the ICMJE encourages authors to include a statement that indicates that the results have not yet been published in a peer-reviewed journal, and to update the registration with the full journal citation when the results are published.

The purpose of clinical trial registration is to prevent selective publication and selective reporting of research outcomes, to prevent unnecessary duplication of research effort, to help patients and the public know what trials are planned or ongoing into which they might want to enroll, and to help give ethics review boards considering approval of new studies a view of similar work and data relevant to the research they are considering. Retrospective registration, for example at the time of manuscript submission, meets none of these purposes. Those purposes apply also to research with alternative designs, for example observational studies. For that reason, the ICMJE encourages registration of research with non-trial designs, but because the exposure or intervention in non-trial research is not dictated by the researchers, the ICMJE does not require it.

Secondary data analyses of primary (parent) clinical trials should not be registered as separate clinical trials, but instead should reference the trial registration number of the primary trial.

The ICMJE encourages posting of clinical trial results in clinical trial registries but does not require it. As noted above in Section III.2, the ICMJE will not consider trial result registration to be previous publication if the results are posted in the same primary clinical trial registry as the initial registration and if the results are presented in the form of a brief (<500 word) structured abstract or table, but may consider as prior publication more detailed registry descriptions of trial results and results published in registries other than the primary trial registry.

The ICMJE recommends that journals publish the trial registration number at the end of the abstract. The ICMJE also recommends that, whenever a registration number is available, authors list this number the first time they use a trial acronym to refer either to the trial they are reporting or to other trials that they mention in the manuscript.

Editors may consider whether the circumstances involved in a failure to appropriately register a clinical trial were likely to have been intended to or resulted in biased reporting. If an exception to prospective registration is made, trials must be registered and the authors should indicate in the publication when registration was completed and why it was delayed. Editors should publish a statement indicating why an exception was allowed. The ICMJE emphasizes that such exceptions should be rare, and that authors failing to prospectively register a trial risk its inadmissibility to our journals.

IV. MANUSCRIPT PREPARATION AND SUBMISSION

A. Preparing a Manuscript for Submission to a Medical Journal

1. General Principles

The text of articles reporting original research is usually divided into Introduction, Methods, Results, and Discussion sections. This so-called “IMRAD” structure is not an arbitrary publication format but a reflection of the process of scientific discovery. Articles often need subheadings within these sections to further organize their content. Other types of articles, such as meta-analyses, may require different formats, while case reports, narrative reviews, and editorials may have less structured or unstructured formats.

Electronic formats have created opportunities for adding details or sections, layering information, cross-linking, or extracting portions of articles in electronic versions. Supplementary electronic-only material should be submitted and sent for peer review simultaneously with the primary manuscript.

2. Reporting Guidelines

Reporting guidelines have been developed for different study designs; examples include CONSORT (www.consort-statement.org) for randomized trials, STROBE for observational studies (http://strobe-statement.org/), PRISMA for systematic reviews and meta-analyses (http://prisma-statement.org/), and STARD for studies of diagnostic
accuracy (www.stard-statement.org/). Journals are encouraged to ask authors to follow these guidelines because they help authors describe the study in enough detail for it to be evaluated by editors, reviewers, readers, and other researchers evaluating the medical literature. Authors of review manuscripts are encouraged to describe the methods used for locating, selecting, extracting, and synthesizing data; this is mandatory for systematic reviews. Good sources for reporting guidelines are the EQUATOR Network (www.equator-network.org/home/) and the NLM’s Research Reporting Guidelines and Initiatives (www.nlm.nih.gov/services/research_report_guide.html).

3. Manuscript Sections

The following are general requirements for reporting within sections of all study designs and manuscript formats.

a. Title Page

General information about an article and its authors is presented on a manuscript title page and usually includes the article title, author information, any disclaimers, sources of support, word count, and sometimes the number of tables and figures.

Article title. The title provides a distilled description of the complete article and should include information that, along with the Abstract, will make electronic retrieval of the article sensitive and specific. Reporting guidelines recommend and some journals require that information about the study design be a part of the title (particularly important for randomized trials and systematic reviews and meta-analyses). Some journals require a short title, usually no more than 40 characters (including letters and spaces) on the title page or as a separate entry in an electronic submission system. Electronic submission systems may restrict the number of characters in the title.

Author information. Each author’s highest academic degrees should be listed, although some journals do not publish these. The name of the department(s) and institution(s) or organizations where the work should be attributed should be specified. Most electronic submission systems require that authors provide full contact information, including land mail and e-mail addresses, but the title page should list the corresponding authors’ telephone and fax numbers and e-mail address.

Disclaimers. An example of a disclaimer is an author’s statement that the views expressed in the submitted article are his or her own and not an official position of the institution or funder.

Source(s) of support. These include grants, equipment, drugs, and/or other support that facilitated conduct of the work described in the article or the writing of the article itself.

Word count. A word count for the paper’s text, excluding its abstract, acknowledgments, tables, figure legends, and references, allows editors and reviewers to assess whether the information contained in the paper warrants the paper’s length, and whether the submitted manuscript fits within the journal’s formats and word limits. A separate word count for the Abstract is useful for the same reason.

Number of figures and tables. Some submission systems require specification of the number of Figures and Tables before uploading the relevant files. These numbers allow editorial staff and reviewers to confirm that all figures and tables were actually included with the manuscript and, because Tables and Figures occupy space, to assess if the information provided by the figures and tables warrants the paper’s length and if the manuscript fits within the journal’s space limits.

Conflict of Interest declaration. Conflict of interest information for each author needs to be part of the manuscript; each journal should develop standards with regard to the form the information should take and where it will be posted. The ICMJE has developed a uniform conflict of interest disclosure form for use by ICMJE member journals (www.icmje.org/coi_disclosure.pdf) and the ICMJE encourages other journals to adopt it. Despite availability of the form, editors may require conflict of interest declarations on the manuscript title page to save the work of collecting forms from each author prior to making an editorial decision or to save reviewers and readers the work of reading each author’s form.

b. Abstract

Original research, systematic reviews, and meta-analyses require structured abstracts. The abstract should provide the context or background for the study and should state the study’s purpose, basic procedures (selection of study participants, settings, measurements, analytical methods), main findings (giving specific effect sizes and their statistical and clinical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations, note important limitations, and not overinterpret findings. Clinical trial abstracts should include items that the CONSORT group has identified as essential (www.consort-statement.org/resources/downloads/extensions/consort-extension-for-abstracts-2008pdf/). Funding sources should be listed separately after the Abstract to facilitate proper display and indexing for search retrieval by MEDLINE.

Because abstracts are the only substantive portion of the article indexed in many electronic databases, and the only portion many readers read, authors need to ensure that they accurately reflect the content of the article. Unfortunately, information in abstracts often differs from that in the text. Authors and editors should work in the process of revision and review to ensure that information is consistent in both places. The format required for structured abstracts differs from journal to journal, and some journals use more than one format; authors need to prepare their
Abstracts in the format specified by the journal they have chosen.

The ICMJE recommends that journals publish the clinical trial registration number at the end of the abstract. The ICMJE also recommends that, when a registration number is available, authors list that number the first time they use a trial acronym to refer to the trial they are reporting or to other trials that they mention in the manuscript.

c. Introduction

Provide a context for the specific purpose or research question tested by the study, including recent references, and state how the study belongs in the Results section.

The guiding principle of the Methods section should be clarity about how and why a study was done in a particular way. The section should include only information that was available at the time the plan or protocol for the study was being written; all information obtained during the study belongs in the Results section.

i. Selection and Description of Participants

Clearly describe the selection of observational or experimental participants (healthy individuals or patients, including controls), including eligibility and exclusion criteria and a description of the source population. Because the relevance of such variables as age, sex, or ethnicity is not always known at the time of study design, researchers should aim for inclusion of representative populations into all study types and at a minimum provide descriptive data for these and other relevant demographic variables. If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases (e.g., prostate cancer). Authors should define how they measured race or ethnicity and justify their relevance.

ii. Technical Information

Specify the study’s main and secondary objectives—usually identified as primary and secondary outcomes. Identify methods, equipment (give the manufacturer’s name and address in parentheses), and procedures in sufficient detail to allow others to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well-known; describe new or substantially modified methods, give the 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. Identify appropriate scientific names and gene names.

iii. Statistics

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to judge its appropriateness for the study and to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as P values, which fail to convey important information about effect size and precision of estimates. References for the design of the study and statistical methods should be to standard works when possible (with pages stated). Define statistical terms, abbreviations, and most symbols. Specify the statistical software package(s) and versions used. Discuss results in logical sequence in the text, emphasizing or summarizing only the most important findings first. Do not repeat all the data in the tables or figures in the text; emphasize or summarize only the most important observations. Provide data on all primary and secondary outcomes identified in the Methods Section. Figs and tables, giving the main or most important results, can be published separately from the paper and to assess supporting data. Use graphs as an alternative to figures in the text; emphasize or summarize only the most important data and results.

The Methods section should be sufficiently detailed such that others with access to the data would be able to reproduce the results. In general, the organization was paid or otherwise contracted to help conduct the research (examples include data collection and management), then this should be detailed in the Methods section. The Methods section should include a statement indicating that the research was approved or exempted from the need for review by the institutional or national). If no formal ethics committee is available, a statement indicating that the research was conducted according to the principles of the Declaration of Helsinki should be included.
discussion by briefly summarizing the main findings, then
explore possible mechanisms or explanations for these find-
ings, 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.

Link the conclusions with the goals of the study but
avoid unqualified statements and conclusions not ade-
quately supported by the data. In particular, distinguish
between clinical and statistical significance, and avoid mak-
ing statements on economic benefits and costs unless the
manuscript includes the appropriate economic data and
analyses. Avoid claiming priority or alluding to work that
has not been completed. State new hypotheses when war-
ranted, but label them clearly.

g. References

i. General Considerations

References should not be used by authors, editors, or peer reviewers to promote self-interests.

References should be 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 parentheses.

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. The titles of journals should be abbreviated according to the style used for MEDLINE (www.ncbi.nlm.nih.gov/ncbi/nlmcatalog/journals). Journals vary on whether they ask authors to cite electronic references within parentheses in the text or in numbered references following the text. Authors should consult with the journal to which they plan to submit their work.

ii. Style and Format

References should follow the standards summarized in the NLM’s International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals: Sample References (www.nlm.nih.gov /bsd/uniform_requirements.html) webpage and detailed in the NLM’s Citing Medicine, 2nd edition (www.ncbi.nlm.nih.gov/books/NBK7256/). These resources are regularly updated as new media develop, and currently include guidance for print documents; unpublished material; audio and visual media; material on CD-ROM, DVD, or disk; and material on the Internet.

h. Tables

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.

Prepare tables according to the specific journal’s requirements; to avoid errors it is best if tables can be directly imported into the journal’s publication software. Number tables consecutively in the order of their first citation in the text and supply a title for each. Titles in tables should be short but self-explanatory, containing information that allows readers to understand the table’s content without having to go back to the text. Be sure that each table is cited in the text.

Give each column a short or an abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading. Explain all nonstandard abbreviations in footnotes, and use symbols to explain information if needed. Symbols may vary from journal to journal (alphabet letter or such symbols as *, †, ‡, §), so check each journal’s instructions for authors for required practice.
Identify statistical measures of variations, such as standard deviation and standard error of the mean.

If you use data from another published or unpublished source, obtain permission and acknowledge that source fully.

Additional tables containing backup data too extensive to publish in print may be appropriate for publication in the electronic version of the journal, deposited with an archival service, or made available to readers directly by the authors. An appropriate statement should be added to the text to inform readers that this additional information is available and where it is located. Submit such tables for consideration with the paper so that they will be available to the peer reviewers.

i. Illustrations (Figures)

Digital images of manuscript illustrations should be submitted in a suitable format for print publication. Most submission systems have detailed instructions on the quality of images and check them after manuscript upload. For print submissions, figures should be either professionally drawn and photographed, or submitted as photographic-quality digital prints.

For X-ray films, scans, and other diagnostic images, as well as pictures of pathology specimens or photomicrographs, send high-resolution photographic image files. Since blots are used as primary evidence in many scientific articles, editors may require deposition of the original photographs of blots on the journal’s website.

Although some journals redraw figures, many do not. Letters, numbers, and symbols on figures should therefore be clear and consistent throughout, and large enough to remain legible when the figure is reduced for publication. Figures should be made as self-explanatory as possible, since many will be used directly in slide presentations. Titles and detailed explanations belong in the legends—not on the illustrations themselves.

Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background, be large enough to remain legible when the figure is reduced for publication, and identify the method of staining in photomicrographs.

Figures should be numbered consecutively according to their order in which they have been cited in the text. If a figure has been published previously, acknowledge the source, obtain permission and acknowledge that source fully.

j. Units of Measurement

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.

Temperatures should be in degrees Celsius. Blood pressures should be in millimeters of mercury, unless other units are specifically required by the journal.

Journals vary in the units they use for reporting hemato logic, clinical chemistry, and other measurements. Authors must consult the Information for Authors of the particular journal and should report laboratory information in both local and International System of Units (SI).

Editors may request that authors add alternative or non-SI units, since SI units are not universally used. Drug concentrations may be reported in either SI or mass units, but the alternative should be provided in parentheses where appropriate.

k. Abbreviations and Symbols

Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement.

B. Sending the Manuscript to the Journal

Manuscripts should be accompanied by a cover letter or a completed journal submission form, which should include the following information:

A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically and referenced in the new paper. Copies of such material should be included with the submitted paper to help the editor address the situation. See also Section III.D.2.

A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors’ form. See also Section II.B.

A statement on authorship. Journals that do not use contribution declarations for all authors may require that the submission letter includes a statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work if that information is not provided in another form. See also Section II.A.

Contact information for the author responsible for communicating with other authors about revisions and final approval of the proofs, if that information is not included in the manuscript itself.

The letter or form should give any additional information that may be helpful to the editor, such as the type or
format of article in the particular journal that the manuscript represents. If the manuscript has been submitted previously to another journal, it is helpful to include the previous editor’s and reviewers’ comments with the submitted manuscript, along with the authors’ responses to those comments. Editors encourage authors to submit these previous communications. Doing so may expedite the review process and encourages transparency and sharing of expertise.

Many journals provide a presubmission checklist to help the author ensure that all the components of the submission have been included. Some journals also require that authors complete checklists for reports of certain study types (for example, the CONSORT checklist for reports of randomized controlled trials). Authors should look to see if the journal uses such checklists, and send them with the manuscript if they are requested.

The manuscript must be accompanied by permission to reproduce previously published material, use previously published illustrations, report information about identifiable persons, or to acknowledge people for their contributions.