

MANUSCRIPT PREPARATION

MANUSCRIPT FILES

Electronic manuscript files may be submitted to *Clinical Medicine & Research* by email to clinmedres@mcrf.mfldclin.edu. The manuscript text file must be created with Microsoft Word. Figures must be created as high resolution TIF or EPS files (see Figures for specifications). The submission requirements listed below must be followed exactly or the manuscript submission may be rejected:

1. Save text, tables, and figure legends as one file
2. Save each figure as a separate high resolution TIF or EPS file
3. Save the cover letter as one file
4. Label each file with:
 - a. Last name of corresponding author
 - b. Abbreviated manuscript title (eg, "Mechanisms of cellular injury" could be abbreviated as "MechCellInjury")
 - c. Manuscript part (ie, text, figure)
 - d. Separate naming section with underscores

Label examples: Johnson_MechCellInjury_Text.doc
 Johnson_MechCellInjury_Fig1.tif

FORMAT

1. Double space manuscript
2. Submit 1 original copy of manuscript, tables and figure legends
3. Submit 1 original copy of all figures (see Figures section for additional requirements)
4. Margins: 1 inch top and bottom, 1 inch left and right
5. Number pages consecutively, in the lower right corner, beginning with the title page
6. For double-blind peer review requests, a second copy of the manuscript should be submitted in which any identifying information in the text has been de-identified prior to submission.
7. Follow guidelines in the Word Count and Structure table

COVER LETTER

All manuscripts must be accompanied by a cover letter.

The cover letter will specify:

1. The title of the manuscript
2. The manuscript category
3. How the manuscript complements the scope and objectives of *Clinical Medicine & Research*
4. **Key points or objectives (limit of five)** the author would like the reader to obtain from the manuscript

TITLE PAGE

The title page will be treated as a new section and start at the top of the page. Include the following:

1. Title of article (**80 character limit**, including spaces)
2. Author Information. For each author, include:
 - a. Full name (first, middle initial, surname)
 - b. Highest educational degree(s)
 - c. Department and institution to which the work should be attributed
3. Name and address of the author responsible for correspondence
4. Sources of support in the form of grants, equipment, drugs and all sources of financial support
5. A short running footer of no more than **50 characters and spaces**
6. Keywords or phrases (**minimum of 3, maximum of 6 MeSH terms**)
7. Total number of tables and the total number of figures presented in the manuscript
8. "Word count" of the text, excluding abstract, tables, figures, legends and references
9. "Word count" of the Abstract, excluding headings
10. For double-blind peer review requests, include a second title page that provides all information that does not identify author(s) or institution(s) and indicate, "Prepared for Blinded Peer Review".

ETHICS

IRB approval, patient consent forms and the *CONSORT Checklist* must accompany all manuscripts that involve human subjects, animal subjects, or are randomized controlled trials.

ABSTRACT

The Abstract will be treated as a new section and start at the top of the page (See Word Count and Structure table for additional requirements).

Structured Abstract Headings

1) Clinical Research, Meta-Analysis

Divide the Abstract into the following headings: **Objective, Design, Setting, Participants, Methods, Results, Conclusion.**

Generic drug names will be listed in the Methods section (if brand name must be used, list in parentheses). The International Nonproprietary Name (INN) will also be included.

2) Laboratory Research

Divide the Abstract into the headings as listed above under Clinical Research, Meta-Analysis (do not include Setting and Participants). Generic drug names will be listed in the Methods section (if brand name must be used list in parentheses). The International Nonproprietary Name (INN) will also be included.

TEXT

Text will be treated as a new section and start at the top of the page.

Text Headings

Divide the text into the following headings: **Introduction, Methods, Results, Discussion, Conclusion.**

Generic drug names will be listed in the Methods section (if brand name must be used, list in parentheses). The International Nonproprietary Name (INN) will also be included.

ACKNOWLEDGMENTS

Acknowledgments will be treated as a new section and start at the top of the page. Contributions of technical help and those that do not justify authorship should be listed here.

REFERENCES

References will be treated as a new section and start at the top of the page. Accuracy of citations is the author's responsibility.

1. Double spaced
2. **DO NOT** use Endnote software, footnotes or automatic numbering functions to create the reference list
3. Cite reference number in the text sequentially (including references in tables), in superscript, following punctuation without a space. **DO NOT** enclose reference number in brackets.
4. List numerically in the References section, at the end of the manuscript, in order of appearance in the text. **DO NOT** list references alphabetically
5. Do not create multiple references under one number
6. Personal communications and unpublished results should be cited parenthetically in the text only, not included in the References section
7. Manuscripts submitted or in preparation and Internet/Web sites should be cited in the References section. Include date Web site was accessed.
8. Abbreviate Journal names according to *Index Medicus* (MEDLINE) style
9. List all authors, **DO NOT** use et al.
10. See the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* for additional examples of correct referencing, <http://www.icmje.org/>

Journal article, one author: Melba JM. Heart transplantation. *Ann Intern Med* 1996;124:980-983.

Journal article, multiple authors: Onitilo AA, Engel JM, Demos JM, Mukesh B. Prognostic significance of 18 F-fluorodeoxyglucose - positron emission tomography after treatment in patients with limited stage small cell lung cancer. *Clin Med Res* 2008;6:72-77.

Book: Evans LK, Rollins S. Hematology and blood diseases. 2nd ed. Albany, NY: Delmar Publishers; 1996.

Chapter in a book: Boyd KM, Jones MA. Chronic back pain. In: Malcom KM, Tomkin JR, eds. Opioids: Chronic pain and substance abuse. 2nd ed. New York, NY: Scholarly Press;1995. 465-478.

Web sites: Smallpox Safety Summary, DoD Smallpox Vaccination Program. Military Vaccines Web site. Available at: <http://www.smallpox.army.mil/media/pages/SPSafetySum.asp>. Accessed March 11, 2003.

TABLES

The data presented in a table should not be repeated in the text. The table will summarize the data in an understandable format and should be able to stand alone. Data obtained from published and unpublished sources will be accompanied by permission to reproduce at the time of manuscript submission, and be given the proper acknowledgement.

1. Refer to each table in the text consecutively using Arabic numbers
2. Begin each table on a separate page following the References
3. Each table will include a title and be typed in Helvetica (preferred) or Arial, font size: 9 point
4. Articles should contain no more than 5 tables. Exceptions may be made on a case by case basis.
5. Do not submit tables as photographs

FIGURES

Each figure will be treated as a new section and start at the top of a new page. Information conveyed by a figure or illustration should not be repeated in the text. Data obtained from published and unpublished sources must be accompanied by permission to reproduce at the time of manuscript submission, and be given the proper acknowledgement in the text.

1. Refer to each figure in the text consecutively
2. Explanatory markings should be included, if necessary
3. Name each figure file using the naming convention in section Manuscript Files
4. Three dimensional graphs or charts are not accepted
5. Radiographs should be submitted in high-contrast, right reading
6. Photographs where the subject is identifiable must be submitted with a completed patient consent form
7. The use of color figures is allowed where it improves clarity; however, the author is responsible for any printing surcharge (contact the Editorial Office for current pricing).
8. All figures submitted must be:
 - a. Created in high resolution TIF or EPS format (see requirements for DPI below)
 - b. No more than 5 inches wide
 - c. Original art should be created in Adobe Photoshop or Adobe Illustrator
 - d. Color images must be CMYK, 300 DPI, minimum
 - e. Gray scale (black and white) images must be 600 DPI, minimum
 - f. Line art (black and white, or color) must be 1200 DPI, minimum
9. Figure legends will follow tables. Save figure legends in the same file with the text and tables.

MANUSCRIPT PREPARATION WORD COUNT AND STRUCTURE

Abstract	Word Count and Structure
Clinical Research, Meta-analysis	Brief, non-evaluative, structured (350 words) Objective Design Setting Participants Methods Results Conclusion
Laboratory Research	Brief, non-evaluative, structured (350 words) Objective Design Methods Results Conclusions
Systematic Reviews	Brief, non-evaluative, unstructured (350 words)
Case Reports	Brief, non-evaluative, unstructured (200 words)
Clinical Overview	Brief, non-evaluative, unstructured (350 words)
Text	Word Count (not including abstract, figure legends, tables and references)
Reports of Empirical Studies / Original Research / Meta-analysis	5,500 words
Systematic Reviews	5,500 words
Case Reports	2,500 words
Clinical Trials & Randomized Controlled Trials (RCT)	2,500 words
Clinical Overview	5,500 words
Perspectives / Guest Editorials	2,500 words
The Aperture / The Stage	500 words
The History of Medicine	2,500 words
Resources in Review	1,000 words
Professional Correspondence to the Editor / Letters to the Editor	1,000 words and may include references, tables and figures, when appropriate
Title Page	Word Count / Other
Title of article	80 character limit including spaces
Running footer	50 characters and spaces
Keywords or phrases	Minimum of 3, maximum of 6 MeSH terms
Tables and figures	List the total number of tables and the total number of figures included in the manuscript
Word Count, Text	“Word count” of the text, excluding abstract, table and figure legends, and references
Word Count, Abstract	“Word count” of the Abstract excluding headings