

West Virginia State Medical Association Manuscript Guidelines

ORIGINAL RESEARCH

Education, Outcome Studies, Cost-Effective Analysis, Interventional Studies, Randomized Controlled Trials, Screening, and Diagnostic Test Studies

Guidelines:

- Cover letter: Must include title; statement of value or uniqueness of manuscript to the literature; disclosure of conflicts of interest; and attestation that the paper has not been submitted or published elsewhere
- 3,000 words or less (does not include abstract, references, or tables)
- 30 references or less
- No more than six authors
- No more than five visuals (figures and tables combined). Each visual must be accompanied by a descriptive caption near the area it references. Survey forms will not be included but must be referenced by an accurate hyperlink.
- Permissions for use of copyrighted material or patient data or photos
- May have an acknowledgment section to thank others who assisted in research or production of the manuscript
- Avoid repeating data from tables in the body of the manuscript, statements of economic benefit, and cost analysis (unless data is included)

Manuscript Components:

- Title page (includes title, short title, author names, titles and affiliations, and corresponding author, including mail and email addresses)
- Funding or IRB approval statement
- Abstract (structured headings) 250 words or less
- Introduction
- Materials and methods, including study design
- Statistics
- Results
- Discussion
- Conclusion
- References (AMA Manual of Style 10th Ed.)

REVIEW ARTICLE

Accumulative results of multiple articles on a subject of interest to a general medical readership

Guidelines:

- Cover letter: Must include title; statement of value or uniqueness of manuscript to the literature; disclosure of conflicts of interest; and attestation that the paper has not been submitted or published elsewhere
- Permissions for use of copyrighted material or patient data or photos
- 3,500 words or less (does not include abstract, references, or tables)
- No more than three tables that include a descriptive caption above the table and should appear in the manuscript near the area it references
- 60 references or less
- No more than four authors
- May have an acknowledgment section to thank others who assisted in research or production of the manuscript

Manuscript Components:

- Title page (includes title, author names, titles and affiliations and corresponding author, including mail and email addresses)
- Funding or IRB approval statement, if applicable
- Abstract (unstructured) 250 words or less
- Methods used to select, locate, and extract data from existing publications
- Section headings are topic dependent (See the table in Writing for the Clinical Literature: Step-Wise Guide for the Novice Author)
- Summary (300 words or less)
- References (AMA Manual of Style 10th Ed.)

CASE REPORT

Reports that are unique, present challenges, and provide learning points for a general medical readership. Submissions that do not add to the literature or present anything unique will be rejected without peer review.

Guidelines:

- Cover letter: Must include title; statement of value or uniqueness of manuscript to the literature; disclosure of conflicts of interest; and attestation that the paper has not been submitted or published elsewhere
- Permissions for use of copyrighted material or patient data or photos
- 1,500 words or less (does not include abstract, references, or tables)
- 20 references or less
- No more than four authors
- No identifying information about the patient or written consent from the patient will need to be provided

Manuscript Components:

- Title page (includes title, short title, author names, titles and affiliations, and corresponding author, including mail and email addresses)
- Abstract (unstructured) 250 words or less
- Case presentation
- Discussion
- Conclusion
- References (AMA Manual of Style 10th Ed.)

FOR ALL SUBMISSIONS:

Please submit your manuscript to a plagiarism checker and state in your cover letter that no more than 10% plagiarism was detected.

Submit a line-numbered Word document and an unnumbered PDF file at 1.5 spacing. Each file must include tables with titles and figures with captions in place within the applicable document area. Image files in .jpg format (300 dpi). References should appear exactly as they do in JAMA.

Super-scripts must follow punctuation in the body of the manuscript without the use of parentheses or brackets.

SUBMIT YOUR MANUSCRIPT TO WVSMA.ORG/SUBMIT-AN-ARTICLE