

# *Marshall Journal of Medicine*

## Format Guidelines

### **Manuscript Format**

Do not include title page, or Authors names and affiliation

File type: .doc, .docx, or .rtf (No PDFs)

Font and Size:

- Title: Arial, Bold, 12 pt
- Body Text: Times New Roman, 12 pt
- Main Heading: Arial, Bold, 12 pt
- Subheading Level 1: Arial, 12 pt
- Subheading Level 2: Times New Roman, Bold, 12 pt
- Tables: Times New Roman, 12 pt
- References: Times New Roman, 10 pt

Spacing & Layout:

Margins are 1 inch on all sides

Single-spaced

- No paragraph indentation
- One space between paragraphs and headings
- Single-column, left-justified

### **Abstract Format**

Please review All MJM submission categories for word limit and abstract structures

E.g. Structured abstracts for research/review articles with: Background, Methods, Results, Conclusions, Keywords

Unstructured abstract for other format

Word count: ≤ 300 words

### **Cover Letter**

Submit as a separate PDF. Include:

Manuscript title, type, and abstract/word count

Author names and affiliations

Corresponding author's contact information

Prior submission or presentation history

IRB or patient consent statement(s) (if applicable)

Funding sources and grant ID numbers

Disclosure of conflicts of interest

Author contribution and signature section

Clear statement of purpose, usefulness, and innovation

## **In-Text Citations and Reference Pages**

Use the AMA Style Guide, 11th edition

In-Text Citations:

- Use superscripted numbers (e.g., Smith<sup>1</sup>)
- Superscripts are numbered in the order they are used
- Superscript numbers should be placed outside of periods and commas but inside of colons and semicolons
- Two authors, record the last names of both authors (e.g. Smith and James<sup>2</sup>)
- Three or more authors, list the last name of the first author followed by et al. (e.g. Smith et al<sup>3</sup>)
- Reference Page:
- Title the Reference page – References
- Six authors or less – include all articles with last name and initials. Insert commas in between authors
- More than six authors – include the first three authors (last name and initials, commas in between) followed by et al.
- Journal titles should be consistent with MEDLINE abbreviations
- Number the references in order they are numbered in-text
- Submit a separate Reference List in Word (.doc or .docx)

## **Tables and Figures**

Include tables and figures inline in the manuscript near first mention

Upload editable versions (Word/Excel for tables; .eps, .ppt, .indd, .ai for figures)

Use Arabic numerals (e.g., Table 1, Figure 2)

Captions: ≤ 40 words, full sentence style

Add table footnotes for abbreviations

Avoid duplicating figure/table content in text

Please figure and table legend at the bottom.

## **Data and Statistical Reporting**

Describe all descriptive and inferential statistics

Include purpose, test assumptions, and exclusions

Report effect sizes (e.g., Cohen's d,  $\eta^2$ ,  $r^2$ )

Provide numeric interpretation of results

## **Supplementary Content**

Include as 'Additional Supplemental Content':

Audio: .aiff, .mp3, .aac, .wav

Video: .mpeg, .qtff

Data: .xml, .csv

Figures: .eps, .ppt, .indd, .ai (not .vsd)

## **Mathematical Expressions (if applicable)**

Italicize single-letter variables

Multi-letter function names should remain unitalicized

Display complex equations as block math

Use consistent equation numbering (left or right justified)

Avoid non-standard symbols or fonts

## **Ethical Considerations**

Remove all identifying information in order to blind the manuscript

IRB approval and patient consent required for human studies and case reports

Maintain patient privacy and obtain necessary permissions for reused content