

Information for Authors

General Guidelines for Publication in Western States Medical Monographs

Although there are four steps you should follow for submitting your manuscript, authors wishing to publish in WESTERN STATES MEDICAL MONOGRAPHS are given complete freedom in certain areas. For instance, authors may have a preferred format based on previous experience. Thus, as long as a manuscript is internally consistent, a variety of formats is permitted. For authors without a hard preference, formatting consistent with the JOURNAL OF THE AMERICAN OSTEOPATHIC ASSOCIATION, JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION, and NEW ENGLAND JOURNAL OF MEDICINE represent universally recognized templates. We do require that the final manuscript be submitted single-spaced in size 11 font. Although not required, our preference is for Cambria, Times New Roman, or Ariel. While what follow are not requirements, we do make some recommendations:

Title

A title should be as brief as possible while still imparting the content and scope of the research. Avoid the use of jargon or abbreviations in titles.

References

References may be cited in any way consistent with an author's preferred template (e.g. by number, by footnote, or by author/date. Please do not mix citation styles within a single paper; just be consistent within an accepted system. Journal names may be abbreviated or spelled out.

Summary/Abstract

All papers require a summary or abstract, consistent with National Technical Information Service (NTIS) requirements. This summary/abstract should be 250 words or less and placed at the beginning of the paper.

The Four Steps

Step 1. Determine whether your paper is suitable for publication in WESTERN STATES MEDICAL MONOGRAPHS.

WESTERN STATES MEDICAL MONOGRAPHS is restricted to papers whose senior author is a medical student or resident physician. The publication will accept reports of scholarly work of any type accomplished by these individuals including pilot studies and case studies. While faculty members and others may be listed as contributing authors, senior authors must be trainees as defined above. If authors have questions about the suitability of their work, a draft copy should be sent to the Editor for evaluation.

Step 2. Prepare a draft of the paper and obtain review.

This is where the WESTERN STATES MEDICAL MONOGRAPHS system departs from conventional publication procedures. Responsibility for obtaining reviews rests with the author, not the Editor. In the traditional system, manuscripts are submitted to the editor first, who then sends them out for review. In WESTERN STATES MEDICAL MONOGRAPHS, the author personally submits a completed draft to three referees, incorporates their constructive critiques, then submits the manuscript along with the critiques to the Editor. One referee should be the trainee's mentor for the project or other departmental faculty member not listed as a author. Two other referees should be selected from the list below, each of whom has had extensive experience reviewing resident research. Authors must submit the names of their reviewers along with the final manuscript. The Editor is free to contact the reviewers if there are questions regarding content or critiques.

In addition to the critique from the project mentor, articles for review should be sent to two of the following:

- Joel Dickerman, DO, jldickerman@gmail.com
- Edward P. Finnerty, PhD, Edward.Finnerty@dmu.edu
- Grace Brannan, PhD, brannang@ohio.edu
- Jane Z. Dumsha, PhD, janed@pcom.edu

Step 3. Submit your manuscript.

Manuscripts should be submitted to the Editor electronically as Microsoft Word files with reviewer comments included separately. All files should be submitted as e-mail attachments to wjcairney@gmail.com and include suggested key words for manuscript retrieval. The message containing the manuscript should include the following:

- Full name of author with contact information
- Date of submission
- Title of your article
- Total number of manuscript pages (including those containing tables and/or illustrations)

Step 4. Copies and reprints.

Ten hard copy reprints will be provided with every published manuscript. Published papers will be submitted by the Editor (full text) for entry into the database of the National Technical Information Service from which they may be retrieved upon request to the NTIS. The Editor will be responsible for preparing the proper NTIS forms for this submission. A copy of this form will be included with the published paper. A copy of the submitted paper in PDF format will be provided to the author for additional reproduction. No additional hard copies will be available from the Editor although archival files of all published papers will be maintained.