

Article Manuscript Preparation and Author Guidelines

Prepare the Manuscript

I. Title Page (single space)

- Manuscript title
- Full Author Names & Titles (highest academic degree, professional designation only)
- Note: All authors must have contributed substantially to the work according to the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals guidelines](#), thus meeting all of the following criteria: 1) contributed to concept, design, or analysis and interpretation of the data, 2) drafted or critically revised the manuscript for important intellectual content, and 3) approved the final version. Authorship based only on data collection or study support, or supervisory position is not permitted. All co-authors must confirm authorship.
- Professional Role in drop down + other
- Institution Names (where the work took place): city, state/province, country
- Funding Sources: If none, write “No funding.”
- Conflict of Interests: If none, write “The authors have no conflicts of interest.”
- Disclose any previous presentation of the underlying manuscript content
- Ethical Approval: Include IRB/Ethical Board approval and protocol number
- Corresponding Author: Name, Mailing Address, telephone, email
- Acknowledgements (optional): anyone named in acknowledgements must give written permission for their name to appear.

II. Abstract (single space)

- Manuscript title
- Abstract structured in format per Submission Type Guidelines

- Keywords: [3 MeSH terms](#), 2-3 author keywords

III. Text

- Use headings as listed in the specific guidelines in Criteria for Manuscripts each submission type
- Number in-text citations sequentially using superscript (AMA style).

IV. References

- List References sequentially in standard format starting on a separate page after the manuscript.
 - Journal articles: Author AB, Author CD, Author EF, et al. Article title in sentence case. J Abbrev per Index Medicus (2019) 1:123-45. DOI: 10.2019/jcept12345
 - Book chapter: Author AB, Author CD. Chapter title in sentence case. In: Editor AB, Editor CD. Book Name In Title Case, 2nd ed. Publishing Company, City, State. 2019:123-45
 - Internet document: Organization Name. Document title sentence case. Accessed January 1, 2019:<https://jcept@columbia.edu>

V. Tables

- Present Tables on separate pages after References with at least one in-text call-out.
- Number tables (e.g. Table 1) and include an accurately descriptive title.
- Define abbreviations below the table (e.g. ROM = range-of-motion)
- Footnotes in AMA style guide are cited with the following superscript symbols in this order: *, †, ‡

VI. Figures

- Present Figures on separate pages after Tables with at least one in-text call-out.
- Number figures (e.g. Figure 1) and include an accurately descriptive title.
- Format in JPEG, PNG, or TIFF (300 dpi); include data file for charts and graphs created in spreadsheets (e.g. Excel)

- Define abbreviations below the table (e.g. ROM = range-of-motion)
- Footnotes in AMA style guide are cited with the following superscript symbols in this order: *, †, ‡
- Appropriate permissions for images must be gathered by the author. (ADD LINK)

VII. Videos

- Prepare video in MPEG, MOV, or AVI formats
- Introduce with title screen, accompany with narration.
- No longer than 2-minutes.
- Appropriate permissions for use of videos must be gathered by the author. (ADD LINK)

VIII. Standards for Reporting Checklists (CONSORT, STROBE, PRISMA, CARE)

- [CONSORT for randomized control trials](#)
- [STROBE for cohort/case-control studies](#)
- [PRISMA for reviews](#)
- [CARE for case studies](#)

Submission should be in accordance with recommendations found in the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication* by the International Committee of Medical Journal Editors, 2010 (http://www.icmje.org/urm_main.html and http://www.icmje.org/urm_full.pdf).

Peer-Review Process and Timeline

- **Review time:** We aim to provide a response within 3 months.
- **Decision categories**
 - *Accepted:* Will be valued, educational, and informative for JCEPT. No changes are necessary, beyond copy editing and corrections.
 - *Minor revision:* Can be valued, educational, and informative for JCEPT, but requires significant revisions, as suggested by reviewers/editors before further consideration.

• *Major revision*: Might be valued, educational, and informative for JCEPT, but serious flaws/issues must be addressed, and additional information must be provided before further consideration.

• *Reject*: The topic is either not suitable for JCEPT or the content would not be significantly valued, educational, or informative for the JCEPT audience. The reviewers believe any flaws/issues in the manuscript cannot be corrected.

- Appeal process: Appeals submitted within 2 weeks of the Editorial decision will be considered.
 - Once accepted, authors will receive page proofs via email before publication. This is the last opportunity for authors to proofread/copy edit before publication. No substantial content changes allowed.
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Preparing a Revision

- Submit a "Response to Reviewers" document formatted in MS word itemizing all Author Responses to each Reviewer Suggestions for revisions, and any other changes.
 - Submission of a revised manuscript includes submission of separate documents in the following order:
 - Title page in same format as new manuscript submission.
 - Main text (blinded) with changes highlighted in yellow including abstract, main text, references
 - Main text (clean copy) with no highlighted changes including abstract, main text, references
 - Tables
 - Figures
 - Checklist
 - Appendices
 - Submit revisions by the due date specified in the decision e-mail. If the revision is not received by this date, the submission is closed and subsequent submissions will be considered as a new submission.
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Correcting Proofs

- After acceptance, proofs will be prepared for author review. No changes to the content are permitted at this stage. Make necessary corrections and respond to Author Queries from the editorial staff.

- This is the final opportunity for authors to proofread/copy edit the article before publication. No substantial content changes will be allowed.
- Submit corrections by the date specified in the e-mail notice to ensure timely publication of your work.