

EMS Reference In-House Style Guide

Welcome!

Thank you for considering contributing to EMS Reference. We are a peer-reviewed website created with the goal of deliver current, referenced educational content in the field of prehospital emergency care. We are always seeking individuals to join our volunteer group of community-minded prehospital emergency care experts to author and review content at the depth and breadth of the paramedic level.

Submissions Process

Manuscript Submission

EMS Reference encourages unsolicited manuscripts received with the understanding that they are not under consideration by another publication and that they are not duplicative of material(s) published or submitted elsewhere by the author(s).

They should follow our guidelines and should be submitted electronically to Editorial Director Jennifer Berry at jberry@fisdap.net. When submitting a manuscript, authors must provide an electronic version of the manuscript in Microsoft Word or Google Documents. Supplementary material should be submitted and sent for peer review simultaneously with the primary manuscript.

Submissions must include an introduction in the email and the following attachments:

An electronic copy of the manuscript with a title and cover page

All photo, figures, and tables (Images and figures must be separate attachments; tables may be included in the appropriate location in the manuscript.)

Any other supplemental materials

The phone number and email address of the author who has been designated for correspondence.

Authors who have questions or require assistance should contact Editorial Director Jennifer Berry at jberry@fisdap.net.

Manuscript Preparation

Writing should conform to accepted English usage and syntax. Avoid slang and medical jargon. All abbreviations should be defined the first time used in the manuscript, followed by the abbreviation in parentheses. Avoid obscure abbreviations. Measurements should be given in

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the same unit of measurement as used in your local protocols. Generic drug names should be used when possible. When the trade name is more applicable, generic names should be included in parentheses.

Title Page: The title should not exceed 80 characters, including punctuation and spaces. Do not use abbreviations. Include the full names, degrees, and affiliations of all authors or identification of a collective study group; the address, phone number, fax number, and e-mail address to which requests author correspondence should be sent; a short running title; and all applicable keywords (for help, review the medical subjects headings book of Index Medicus). If an author's affiliation has changed since the work was done, list both.

Cover Letter: Address it to the Editor. Describe each author's contribution to the conception, performance, analysis, and writing of the manuscript in a cover letter. If the manuscript was presented at a meeting, provide the name of the organization and place and date of the meeting.

Introduction: Give a brief explanation of what the article will tell the reader.

Conclusion: The conclusion should reiterate the information provided in the article.

References: List references in consecutive numerical order (not alphabetically). All citations to a reference should be to the original number (not *ibid*) surrounded by parentheses and placed at the end of the cited material outside but flush to the period. For example: This is cited material.⁽¹⁾ Every reference must be cited at least once in the text or a table. References to journal articles should include, in the following order: a) all authors (do not use the *et al.* designation); b) title and subtitle if any; c) journal name; d) year; e) volume number; f) issue number (or month), for journals that do not number pages consecutively throughout the year; g) year. Include volume and edition, specific pages, and translators when appropriate. The author is responsible for the accuracy and completeness of the references and text citations. For more detailed information, refer here: http://www.nlm.nih.gov/bsd/uniform_requirements.html.

Tables: Tables must be referenced in the text in sequential order. Each table be numbered consecutively and include a descriptive title and a footnote. Identify all table abbreviations in the footnotes.

Figures and figure legends: Figures must be referenced in the text in sequential order. They should clarify and augment the text. Put legend (each 40 words or fewer) on a new page.

Required Documents

Acceptance of the manuscript for publication is contingent on completion by each author of the following documents:

- Completed ICMJE conflicts of interest disclosure form
- Signed and dated contract

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- Contributor contact form
- Headshot

These will be required for each named author upon manuscript acceptance.

Duplicated Material

EMS Reference requires that authors obtain reprint permission from owners of figures, tables, and other visual media that they wish to include in their articles before submitting their manuscript. The author must be prepared to provide this written permission upon request of any member of the EMS Reference editorial team. The sources of such material must be acknowledged in the manuscript.

Review Process

Peer Review

EMS Reference employs a peer-review process for every submission. This process is open and includes multiple reviewers to evaluate submitted manuscripts. Submitted manuscripts are assigned to the appropriate editor, who makes copy and developmental edits before assigning primary reviewers, collates raw reviews of the manuscript, and develops a consensus review. The consensus review describes the major concerns that arose during the primary review of the paper. The consensus review and a decision regarding the manuscript are sent to the author.

Editing

Acceptance of the manuscript for publication is contingent on completion of the editing process, including copyediting. Every author is responsible for all statements published in the article, including the changes made in the editing process. After the copyedited manuscript has been accepted and edited, the author agrees to upload it and send the URL to Editorial Director jberry@fisdap.net

Questions

Please contact Editorial Director Jennifer Berry at jberry@fisdap.net.