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## Osteopathic Medical Network of Excellence in Education

*Promoting excellence in osteopathic medical education and research*

### Paper Writing Guidelines

The OMNEE requires all its residents to develop and complete a research project to be completed by the third year of the postgraduate program. These guidelines will assist the resident who chooses to write a paper suitable for publication.

#### **Papers must be formatted and include:**

- Cover sheet:                    Title of paper  
   Name of resident  
   Name of faculty mentor  
   Program affiliation (Internal Medicine, Family Medicine)  
   Date  
   Type of research (see Scientific Research Activities Policy for choices)
- A Written Disclosure:    Any potential conflicts of interest of the resident author or mentor (list full names and all academic degrees) must be identified, signed and accompany the paper.
- Abstract:                        The abstract is limited to 350 words.
- The abstract for Case Reports must include the following sections:
1. Objective
  2. Context
  3. Case report summary
  4. Data sources and overall comparisons
  5. Conclusion
- The abstract for Retrospective Studies or Original Research must include the following sections:
1. Objective
  2. Context
  3. Methods
  4. Data sources
  5. Study section
  6. Any data extraction and synthesis
  7. Conclusions

Introduction:	<p>The introduction for a Case Report must include the rationale for reporting the case and any pertinent historical information related to the case.</p> <p>The introduction for a Retrospective Student or Original Research must include the objective, hypothesis and how it was chosen and pertinent historical information related to the study.</p>
Methods:	<p>The methods used to perform the study must be described for the Retrospective Study or Original Research. This information differs significantly according to the type of project reported.</p> <p>If a clinical trial with at least one prospectively assigned concurrent control or comparison group, the name of the public registry in which the trial was listed must be reported. If a human or animal investigation the VCOM IRB date of submission and approval should be included. Informed consent papers must be identified; however, no identifying patient information that can be traced to the patient's name can be used.</p> <p>The study design should be described and all statistical methods that may have been used. All instruments or measurements used should be listed along with methods and tools where this applies. All patient data should be unidentifiable and follow patient information protection guidelines.</p> <p>The Methods section is not required for Case Reports other than to report how the literature comparison was performed (i.e.: five years of literature was reviewed revealing 13 prior publications).</p>
Report or Results:	<p>All results or findings and their relation to the research question should be included in the research report. The report should also include the outcomes or objectives as they relate to the manuscript.</p> <p>All results to the summary of the current literature reviewed should be included in the Case Report. Case reports must also include presentation, subjective and objective historical information and diagnostic findings including exam, tests and patient outcomes.</p>
Conclusion:	<p>For Case Reports the author should interpret the significance of their case findings and the relationship of the results to the current literature, the diagnostic or treatment plan utilized, the patient outcome and the prognosis.</p> <p>For the Research Report the authors should include the findings, the significance of the findings, the relationship of those findings to any current published research and the significance to medical practice, if any.</p> <p>The author should avoid reporting an exhaustive review of the literature and instead bring together the information in a summary form. Major findings, outcomes, and lessons learned should be cited here.</p>



**Acknowledgements:** These should be limited to people who substantially contributed to the study or participation. These should include the full names, highest academic degree awarded and title of any other institution.

**References:** References are required for all material derived from the work of others. References cited in text must be listed in numerical order rather than as alphabetized bibliographic entries. However, references used as general source material from which no specific information is taken should be listed in alphabetical order after the numbered references.

Journal references should include the names of all authors, the complete titles of the articles, the names of the journals, volume numbers, dates, inclusive page numbers, and, if available, direct uniform resource locators (URLs) to open access articles. Authors must provide photocopies of journal articles that are not accessible through URLs.

Book references should include the names of all authors or editors, chapter titles, book titles, names and locations of the publishers, the year(s) of publication. All authors are responsible for the accuracy and completeness of their reference citations and for the accuracy of reference attributions in text. References for quotations should include exact page numbers in both books and journal articles.

Authors must verify that all references appearing in the references section are numbered sequentially, appear in the text in that order, and are formatted according to the following examples:

## **Reference Reporting Format**

### ***Journal***

1. Mobey TS, Dean, Baron DR, James RB. Do internal medicine physicians differ in patient care from emergency medicine trained physicians in the Emergency Department? *J Am Osteopath Assoc.* 2002; 93:213-318.

### ***Book Chapter***

2. Seffinger MA, King HH, Ward RC, Jones JM, Rogers FJ, Patterson MM. Osteopathic philosophy. In: Ward RC, ed. *Foundations for Osteopathic Medicine.* Baltimore, Md: Lippincott Williams & Wilkins; 2003:3-12.

### ***Website***

3. Folio LR, Lahti RL, Cockrum DS, Bills S, Younker MR. Initial experience with mass immunization as a bioterrorism countermeasure. *J Am Osteopath Assoc.* 2004;104:240-243. Available at: <http://www.jaoa.org/cgi/content/full/104/6/240>. Accessed August 23, 2004.



### ***Pictures and Illustrations***

Color illustrations are strongly recommended, specifically good quality glossy photo stats of professionally created drawings and charts.

Digital and scanned photographs taken with a digital cameras must be saved in jpg format and the highest print resolution setting on digital cameras should be used. The minimum resolution that accepted is 1024 by 768 pixels. Photographs created for the web must use format gif.

### ***Tables and Graphs***

All tables should have table headings and all graphs should be submitted electronically. Do not insert, embed, or copy any original work into the document including typed documents or sections of documents, graphs, pictures previously printed, or works of other authors. Provide tables in Microsoft Excel<sup>®</sup>. Provide data points on tables on an addendum page if those points are not discernable from the submitted electronic documents.

### ***Permissions***

Authors are responsible for obtaining written permission from the publishers and authors to adapt or reprint previously published tables and illustrations. The VCOM library may supply guidance on how to request permissions.

Authors also must obtain written permission from patients to use their photographs if those patients are identifiable in the images. In the case of children, permission must be obtained from a parent or guardian. Student authors must provide the resident's Program Director and the OMNEE with signed permission forms from publishers, authors, or patients if the manuscripts are accepted for publication.

### ***Editorial Processing and Reprints***

All accepted manuscripts are subject to editing and abridgement by the faculty mentor. Such editing takes place throughout the paper development. Faculty mentors offer advice on revision on all accepted manuscripts for clarity, organization, grammar, syntax, conformity to house style and format, and adherence to preferred terminology, nomenclature, and spelling. The resident is expected to perform the revisions.

### ***Privacy and Confidentiality***

Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

Authors should identify individuals who provide writing assistance and disclose the funding source for this assistance. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve; however, informed consent should be obtained if there is any doubt. For example, masking the eye



region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. The requirement for informed consent should be included in the journal's instruction for authors. When informed consent has been obtained, it should be indicated in the published article.

**NOTE:** While these guidelines slightly differ from those published by the *Journal of American Osteopathic Association (JAOA)*, they closely follow those guidelines. OMNEE has chosen to mimic these guidelines so that an article of publishable quality could be submitted to the *JAOA*. While residents must follow the guidelines above, they should also review the guidelines of other journals to which they wish to submit their article.

For papers that are written to fulfill a specific residency program requirement, residents must follow the guidelines published by their respective specialty college.

All papers will be placed in a Research Journal for their residency class and kept in the VCOM library for historical purposes. Individual papers may be sent for publication in the *JAOA* or other refereed journal, VOMA newsletter, or on the OMNEE website. Residents and their faculty mentor will be notified of this selection prior to submission to any journal as they approval will be requested. The submission must contain only original writing or use of original materials for which the resident has gained. Short citations may be used with appropriate references.

Plagiarism or misrepresentation of original work of any type is considered unethical behavior; the author may be subject to sanctions.