Instructions for authors

Baylor University Medical Center Proceedings welcomes research articles, review articles, case studies, and editorials from Baylor and non-Baylor authors. Manuscripts containing Baylor data are particularly desired. Send all manuscripts and editorial correspondence to William C. Roberts, MD, Editor in Chief, Baylor Scientific Publications Office, 3500 Gaston Avenue, Dallas, Texas 75246; phone: 214-820-9996; fax: 214-820-4064; e-mail: cynthiao@BaylorHealth.edu.

MANUSCRIPT SUBMISSION

Submit the word processing document by e-mail to cynthiao@BaylorHealth.edu. Large files may be sent using YouSendIt or SendNow.

Cover letter and attachments: According to journal policies outlined below, list suggested reviewers and discuss potential conflicts of interest in your cover letter and provide as attachments copies of institutional review board approval or exemption, written permission for reprinting tables or figures, copies of any published material that could be considered duplicative, and release authorization forms for photographs.

Schedule: The journal operates on a rolling schedule, but in general authors are encouraged to aim for the following submission deadlines for each issue: January issue, September 1; April issue, December 1; July issue, March 1; and October issue, June 1. The editorial office cannot guarantee that any manuscript submitted by these deadlines will be published in the specified issue; variables include the peer review and revision process and the number of articles already accepted.

ARTICLE TYPES

In addition to multipatient studies (original research articles), Proceedings publishes several other article types.

Case studies: Include an abstract, a single-paragraph introduction, a case description, and a discussion, with the total page count (before references) limited to 5 double-spaced pages. The maximum number of references is 25, and the maximum number of figures and tables (combined) is 4.

Historical studies: Abstracts are recommended. There is no word limit, but most historical studies are 1500 to 3500 words.

Editorials: There is no word limit, but most editorials are 500 to 1500 words.

Book reviews: See past issues for format. There is no word limit, but most book reviews are 500 to 1500 words.

Avocations: Submit an image file for your painting or photograph or a discussion of your hobby for a maximum of 300 words. (Abstracts are recommended for reviews and long historical articles.

Reader comments (letters to the editor): Both responses to previously published material and brief reports or observations are considered for this section. The limit is 1200 words.

MANUSCRIPT PREPARATION

Format: Type manuscripts double spaced, leaving 1-inch margins. Number all pages, including the title page. Indent paragraphs. Start the first paragraph of the text and the beginning of the reference section on a new page and place figures on separate pages.

Title page: Include on the first page the article’s title; the authors’ names, highest degree(s), and affiliations; and the name, address, e-mail address, and phone number of the corresponding author. Acknowledge any grant support.

Abstract: Provide a one-paragraph double-spaced abstract of 50 to 200 words. (Short abstracts are preferred for case studies.) Abstracts are required for original articles and case studies and are recommended for reviews and long historical articles.

Conclusions: Conclusion paragraphs at the end of the discussion section are rarely needed and are often cut if included.

References: Number references according to the order in which they are cited in the text and type them double spaced at the end of the manuscript. Do not use the footnote or endnote functions of word processing software. The numbers in the text should be on line and in parentheses, such as (14, 16, 17). The references should conform to the following style, listing all authors:


Authors using Endnote can access Proceedings’ reference style by downloading an EndNote style file, available at http://www.baylorhealth.edu/Research/Proceedings/SubmitManuscript/Pages/ManuscriptPreparation.aspx. Personal communications and unpublished data should not be used as references; they should be identified in parentheses in the text.

Tables and figures: Number tables and figures in the order in which they are discussed in the text. Include call-outs in the text and place the tables at the end of the document as Word files using the Word table function. Figures can be embedded in the text at the end of the document or provided as separate files, with legends in the Word file. Provide enough details in titles, footnotes, and legends so that the tables and figures can be understood apart from the text. Submit photographs as 350-ppi tiff or jpeg files. Submit graphs and diagrams as electronic files (EPS format preferred).

Use of color: Authors are asked to pay $100 for each color figure or table. Generally, color is suggested only when clinically required (as with certain pathology and radiology images). Avoid using color when creating charts and graphs. If photographs (such as those in interviews) are originally in color, they can be converted to black and white during journal production. Articles that use color are generally grouped together in the issue to decrease overall printing expenses.
Style issues: Use generic names for drugs; capitalize any trade names when they are used. Limit the number of abbreviations in a manuscript, and do not abbreviate single words, such as intravenous. Spell out all abbreviations on first usage. Proceedings follows the style guide of the American Medical Association. As further guidance, prospective authors are encouraged to consult the “Authors’ submission toolkit” (1) and an article on medical publishing by the editor in chief (2).

MANUSCRIPT PROCESSING

Peer review: All manuscripts are subject to peer review by editorial board members or other selected reviewers; however, the final decision as to which articles are published will be made by the editor in chief. At the time of manuscript submission, authors are encouraged to suggest reviewers, within or outside Baylor Scott & White Health, and to list any reviewers they feel should not be used because of potential bias. If a manuscript was previously reviewed by another journal, authors should submit those reviews and clearly indicate any revisions that have been made. Such manuscripts will receive expedited processing, since they usually will not be sent out for re-review.

Editing: All manuscripts will be edited for clarity and conformity to Proceedings' style. The corresponding author will have the opportunity to review editing either before or at the page proof stage.

Reprints: Authors can order reprints using the form provided through an e-mail link from the printer. Reprints are delivered approximately 4 weeks after the issue comes out. All authors receive a copy of the printed journal, and PDF files of articles are freely available to the authors and the general public.

JOURNAL POLICIES

Duplicate publication: When submitting the manuscript, provide a copy of any published or submitted article that is similar to what is being submitted to Proceedings, so that the editor can judge whether the manuscript in question would be a duplicate publication. Once manuscripts are accepted, authors transfer copyright to Baylor University Medical Center at Dallas.

Authorship: All authors listed in the manuscript must have participated in the design or analysis of the project. In addition, all authors must review the final text and be prepared to take public responsibility for its content.

Ethical treatment of research subjects: For reports of experimental investigations of human or animal subjects, indicate institutional review board approval or exemption within the manuscript. Authors should also explain in the Methods section the procedures followed to obtain informed consent.

Conflict of interest: Grant support for a particular study must be indicated on the title page. In addition, authors must communicate to the editor in the cover letter any affiliations that could be perceived as potential conflicts of interest. Examples include honoraria, educational grants, participation in speakers’ bureaus, expert testimony, patent licensing arrangements, consultancies, and stock ownership.

Use of protected health information: Authors should not refer to patients by name or initials or provide other specific identifying information, such as Social Security number or medical record number. Authors are further encouraged to avoid including extraneous social details about patients. Patient authorization forms are required for all photographs in which the subject can be identified. For a copy of Proceedings’ full privacy policy, contact the managing editor.

Permissions: Permission is required for reproduction of any material, including figures and tables, that has been published elsewhere. When submitting manuscripts, provide written documentation that permission has been obtained or notify the editorial staff of the need to request permission (providing all necessary source information).

For additional information, please contact Cynthia Orticio, managing editor, at 214-820-9996 or cynthiao@BaylorHealth.edu.


MANUSCRIPT SUBMISSION CHECKLIST

— The entire manuscript is double-spaced and in one Word file, in the following order: title page, abstract, text, references, tables, figures (either figure legends only or figures embedded plus legends). Page numbers appear on the bottom of each page.
— The title page has required elements: title, authors (with full names and degrees), affiliations, and address for corresponding author.
— A single-paragraph abstract of 50 to 200 words is included.
— For case studies: After the abstract, the manuscript includes a single-paragraph introduction, a case presentation, and a discussion. The manuscript does not exceed the limit of 5 double-spaced pages (before references) or a combination of 4 figures and tables.
— Figures are high-resolution. Photographs are 350-ppi tiff or jpeg files.
— References include all authors, the full article title, the journal abbreviation from Index Medicus, the volume and issue number, and inclusive page numbers. References in the text appear in parentheses, rather than in superscript or footnotes or endnotes.
— All authors have approved the version to be submitted.

Manuscripts that do not meet these requirements may be returned to authors before peer review is initiated.