# Table of Contents

Introduction .................................................................................................................. 3

Overview of Guidelines .................................................................................................. 3
  Submission Scope ........................................................................................................... 3
  General Guidelines ......................................................................................................... 3

Preparing a Submission ................................................................................................... 4
  Submission Format ......................................................................................................... 4
  Title Page ....................................................................................................................... 4
  Abstract ......................................................................................................................... 4
  Tables ............................................................................................................................ 4
  Figures and Illustrations ............................................................................................... 4

Journal Style ................................................................................................................... 4
  References ...................................................................................................................... 4
  Statistical Methods ....................................................................................................... 5
  Units of Measurement ................................................................................................... 6
  Abbreviations ............................................................................................................... 6
  Drug Names .................................................................................................................. 6
  Originality ..................................................................................................................... 6
  Authorship ................................................................................................................... 6
  Assurances .................................................................................................................... 7

Submit Your Manuscript ................................................................................................. 7
  Conflict of Interest ........................................................................................................ 7
  Review and Action ........................................................................................................ 7
  Author Permissions ........................................................................................................ 7

Review and Publication Processes .................................................................................. 8

Terms of Use .................................................................................................................. 9
  General ......................................................................................................................... 9
  Modifications of Terms of Use ..................................................................................... 9
  Website Modifications and Availability ...................................................................... 9
  Disclaimer of Warranties and Liability ......................................................................... 9
  User-Generated Content ............................................................................................... 10
  International Use ......................................................................................................... 11
  Choice of Law and Forum ............................................................................................. 11
  Endorsements ............................................................................................................... 11
  Copyright Complaints ................................................................................................ 11
**Introduction**

This document describes the rules and standards that govern submission, review, and publication in the *Harvard Medical Student Review* ("HMSR"). Submissions must be adherent or they may not be considered.

These guidelines borrow heavily from those of the *New England Journal of Medicine*, and to the best of our knowledge, they are in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals,” published by the International Committee of Medical Journal Editors.

**Overview of Guidelines**

**Submission Scope**

The scope of HMSR is intentionally broad. Medicine and health care involve diverse areas of scholarship and thought, and HMSR will be accommodating to most topics that fall within these spheres. This includes, but is not limited to, trends in biomedical research and technology, innovations in medical care delivery, debates in medical ethics, opinions on best health policies, and views of medicine and medical education.

We accept 3 submission types:

- **Articles**: 1500-3000 words
  - Primary research or literature reviews
  - Abstract (max 250 words) and references required
- **Commentary**: 400-1500 words
  - Opinion or perspectives on current healthcare issues
  - References optional
- **Artwork**
  - Including digital artwork, drawings, paintings, photographs
  - Please include description or interpretation
  - May be published in association with relevant articles

**General Guidelines**

Authors of all types of articles should follow the general instructions given in the following sections. Overall, every submission should be:

1. Original
2. Rigorous
3. Appropriately referenced
4. Main text submitted as a single Word document with associated tables in Excel format

And every submission should include:

1. A <250 word abstract
2. A disclosure of conflicts of interest
3. Release documentation for any private information or images used
Preparing a Submission

Submission Format
All text, references, figure legends, and tables should be submitted in a single double-spaced electronic Word document with Arial or Times New Roman 11 point font. You may insert figures within the text file. For a submission with multiple figures, please upload high-resolution files separately. Acceptable formats for pictures, photos, and figures are PDF, PPTX, JPG, GIF, and TIF.

Title Page
The title page should include the manuscript title, each author's name, his or her affiliation and institution, and contact information for the corresponding author.

Abstract
Please provide a summary abstract of not more than 250 words.

Tables
Double-space tables (including any footnotes) and provide a title for each.

Figures and Illustrations
Legends for all figures should be included in the file with the text and should not appear on the figures. Medical and scientific illustrations may be created or redrawn in-house. If a figure is provided with submission, HMSR reserves the right to modify or redraw it to meet our specifications for publication. The author must explicitly acquire all rights to the illustration in order for us to publish it.

Please describe and clearly indicate all modifications, selective digital adjustments, or electronic enhancements in all digital images. It is permissible to send low-resolution images for peer review, although we may ask for high-resolution files at a later stage. Photographs of patients may not be submitted.

Journal Style

References
References must be double-spaced and numbered consecutively as they are cited. References first cited in a table or figure legend should be numbered so that they will be in sequence with references cited in the text at the point where the table or figure is first mentioned. List all authors when there are six or fewer; when there are seven or more, list the first three, followed by "et al." The following are sample references:

Numbered references to personal communications, unpublished data, or manuscripts either “in preparation” or “submitted for publication” are unacceptable. If essential, such material can be incorporated and cited parenthetically at the appropriate place in the text.

**Statistical Methods**

• Exact methods should be used as extensively as possible in the analysis of categorical data. For analysis of measurements, nonparametric methods should be used to compare groups when the distribution of the dependent variable is not normal.
• Results should be presented with only as much precision as is of scientific value. For example, measures of association, such as odds ratios, should ordinarily be reported to two significant digits.
• Measures of uncertainty, such as confidence intervals, should be used consistently, including in figures that present aggregated results.
• Except when one-sided tests are required by study design, such as in noninferiority trials, all reported P values should be two-sided. In general, P values larger than 0.01 should be reported to two decimal places, those between 0.01 and 0.001 to three decimal places; P values smaller than 0.001 should be reported as P<0.001. Notable exceptions to this policy include P values arising in the application of stopping rules to the analysis of clinical trials and genetic-screening studies.
• For tables comparing treatment or exposure groups in a randomized trial (usually the first table in the trial report), significant differences between or among groups should be indicated by * for P < 0.05, ** for P < 0.01, and *** for P < 0.001 with an explanation in the footnote if required. The body of the table should not include a column of P values.
• In manuscripts that report on randomized clinical trials, authors may provide a flow diagram in CONSORT format and all of the information required by the CONSORT checklist. When restrictions on length prevent the inclusion of some of this information in the manuscript, it may be provided in a separate document submitted with the manuscript. The CONSORT statement, checklist, and flow diagram are available on the CONSORT website.

**Units of Measurement**
Authors should express all measurements in conventional units, with Système International (SI) units given in parentheses throughout the text. Figures and tables should use conventional units, with conversion factors given in legends or footnotes. In accordance with the Uniform Requirements, however, manuscripts containing only SI units will not be returned for that reason.

**Abbreviations**
Except for units of measurement, abbreviations are strongly discouraged. Except for units of measurement, the first time an abbreviation appears, it should be preceded by the words for which it stands.

**Drug Names**
Generic names should be used. When proprietary brands are used in research, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name in the Methods section.

**Originality**
Manuscripts containing original material are accepted for consideration if neither the article nor any part of its essential substance, tables, or figures has been or will be published or submitted elsewhere before appearing in HMSR. This restriction does not apply to abstracts or press reports published in connection with scientific meetings. Copies of any closely related manuscripts must be submitted along with the manuscript that is to be considered by HMSR. HMSR discourages the submission of more than one article dealing with related aspects of the same study.

**Authorship**
Credit for authorship requires substantial contributions to (a) the conception and design or analysis and interpretation of the data, (b) the drafting of the article or critical revision for important intellectual content, and c) final approval of the version to be published. Each author must attest that he or she fulfills the authorship criteria of the Uniform Requirements. At least one person’s name must accompany a group name (e.g., Thelma J. Smith, for the Boston Porphyria Group). As part of the submission process, authors must indicate whether any writing assistance other than copy-editing was provided. Any change in authorship after submission must be approved in writing by all authors.
Assurances
In appropriate places in the manuscript, please provide the following items:
1. If applicable, a statement that the research protocol was approved by the relevant institutional review boards or ethics committees and that all human participants gave written informed consent
2. The identity of those who analyzed the data.

Submit Your Manuscript
Please submit via https://goo.gl/forms/ibX9wa6Es5f5pDo43. Alternatively, you may visit hmsreview.org/submit/.

Conflicts of Interest
Authors of research articles should disclose at the time of revision any financial arrangement they may have with a company whose product is pertinent to the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision, but if the article is accepted for publication, a disclosure statement will appear with the article.
Because the essence of reviews and editorials is selection and interpretation of the literature, HMSR expects that authors of such articles will not have any significant financial interest in a company (or its competitor) that makes a product discussed in the article.

Review and Action
Manuscripts are examined by members of the editorial staff, and some may be sent to outside reviewers. Communications about manuscripts will be sent after HMSR and editorial decision-making process is complete.
All authors will receive a copy of the acknowledgement e-mail and any notification of acceptance.

Author Permissions
HMSR is pleased to grant authors of their original work the right to reuse content in the following manner:

- Republish the content in a book chapter or journal article
- Post the content on your personal web site
- Post the content on your academic institutions secure intranet
- Include the content in your non-commercial thesis or dissertation
- Reprint the content in a printed collection of your writing
- Hand out printed copies of the content in classes that you teach that have no commercial ties (i.e., those sponsored by academic institutions or scientific societies)
- Deposit the content in your academic institutions secure online repository, provided that any such use is accompanied by a reference to the articles first publication in the Harvard Medical Student Review
- Distribute the content to scientists for their non-commercial use
Republication of *HMSR* content requires suitable acknowledgement of the source. The credit line should read as follows:

From [Publication Title, Author(s), Title of Article, Volume No: Issue No. Copyright © (notice year) Harvard Medical Student Review. Reprinted with permission.

**Review and Publication Processes**

Submissions are accepted on a rolling basis via an online submission system. Multiple editors will conduct internal peer-review in no more than one month, followed by publication at our discretion. The online format of *HMSR* facilitates quick receipt, distribution, and editing of all submissions.

Review of submissions will be conducted according to a formal structure. Submissions will be assessed for:

1. Originality
2. Relevance
3. Logic and clarity
4. Style
5. Research robustness and citations

For each category the following scale will be used for scoring. The same scale will be used for an overall review score, which is not necessarily the average of the categorical scores.

1. Excellent – needs no revision
2. Fair – needs clarification or revision
3. Inadequate – needs major revisions

Reviews from staff will be compiled, and submissions will be:

1. Accepted,
2. Returned for minor edits,
3. Returned for major revision, or  
4. Rejected.

*HMSR* will be organized as issues, released several times per academic year, and annual volumes. Articles that fall within the same month will be packaged into a single issue and archived. All issues will be available on our website and current issues will be emailed out to the readership base when completed.

We may consider an annual printed version of *HMSR* containing work from the past volume, depending on funds and resources.
Terms of Use

The *Harvard Medical Student Review* ("HMSR") is owned and operated by Kathy Wang, Nishant Uppal, Danny Linggonegoro, and Michael Alcala ("Executive Board").

General
These Terms of Use govern your access to and use of HMSR digital products and services, including harvardmedicalreview.org, and unless other terms and conditions expressly apply, any other electronic service of HMSR that may be made available from time to time or in the future (each a “Service”). Any use of the Services shall constitute acceptance of these Terms of Use.

Modifications of Terms of Use
The Founders reserve the right to modify these Terms of Use at any time. Any such modification will be posted and the continued use of the Services after any such posting shall constitute acceptance of the Terms of Use as modified.

Website Modifications and Availability
The Founders will make reasonable efforts to keep the Services available twenty-four hours a day, seven days a week. However, owing to technical failures, routine maintenance, or other unforeseen circumstances, availability may be limited and the Founders will not be responsible for the non-availability of the Services. The Founders reserve the right to modify, suspend, discontinue, or restrict access to, all or any part of the Services at any time.

Disclaimer of Warranties and Liability
Content made available through the Services is the result of research and/or contribution by independent individuals or organizations. The Founders are not responsible for the accuracy or reliability of any data or conclusions reported in such content. The Services are intended for educational, research, and reference purposes only. The content available through the services should not be substituted for the advice of a qualified health care professional. Do not disregard or avoid professional medical advice or delay seeking it because of materials made available through the Services.

YOUR ACCESS TO AND USE OF THE SERVICES AND THE CONTENT AVAILABLE THROUGH THE SERVICES IS ON AN "AS IS," "AS AVAILABLE BASIS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT. IN NO EVENT WILL HMSR, ITS FOUNDERS, EMPLOYEES, OFFICERS, MEMBERS, AGENTS, OR LICENSORS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES RESULTING FROM THE INABILITY TO USE, OR THE USE OF, THE SERVICES, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF DAMAGES, OR ON ANY THEORY OF LIABILITY ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE SERVICES.
**User-Generated Content**
The following provisions apply to user-generated content submitted to HMSR in connection with the Services. By submitting content you agree to the following provisions, which may be amended from time to time:

You agree that you are fully responsible for the content that you submit. You agree that you will not post or submit any content that (i) is defamatory, obscene, or abusive, (ii) violates or infringes upon the proprietary, publicity, or privacy rights of any third party, (iii) violates or encourages the violation of any applicable local, state, national, or international law, rule, or regulation, or (iv) is otherwise inappropriate. You agree not to submit any personal information of another (including, without limitation, Protected Health Information). You agree to indemnify HMSR and its Founders, from any claim or demand, including reasonable attorneys’ fees, made by any third party due to or arising out of the content you submit. You understand and agree that HMSR and its Founders are not responsible for content submitted by third parties.

The editors of HMSR, in their sole discretion, reserve the right to reject, edit, remove, or otherwise alter any content submitted for any reason. HMSR and its Founders reserve the right, in their sole discretion to revoke a user’s privilege to submit content.

You agree that by submitting content, you hereby grant to HMSR and its Founders a royalty-free, perpetual, irrevocable, worldwide license to use, reproduce, sublicense, modify, publicly perform, display, translate, create derivative works from, and distribute that material, in whole or in part, and incorporate it into other HMSR publications and services, in any form, media, or technology now known or later developed. You authorize HMSR to publish your name and location (city, state and/or country) in connection with any use of your submission and in identifying yourself and location, you represent that you have done so accurately. Once your submission is posted, you will not have the right to have it removed or edited, though requests are negotiable.

You agree to post or submit only for non-commercial purposes.

Submissions to the user-generated content portions of the Services must be legible, comprehensible, and written in the English language.
**International Use**
The Services are controlled and operated within the United States of America. HMSR and its Founders make no representation that the Services or Content made available through the Services are appropriate or available for use outside of the United States. If you access the Services from outside of the United States, you are responsible for compliance with all applicable laws, rules and regulations.

**Choice of Law and Forum**
Your access and use of the Services, these Terms of Use, and all actions contemplated by these Terms of Use shall be governed by the laws of the United States of America and the Commonwealth of Massachusetts as if these Terms of Use were an agreement wholly entered into and wholly performed within the Commonwealth of Massachusetts. The exclusive jurisdiction for any claim or action arising from or relating to these Terms of Use or the use of harvardmedicalreview.org shall be with the state or federal courts located in the Commonwealth of Massachusetts, USA.

**Endorsements**
Descriptions of, references to, or links to other products, publications, or services does not imply endorsement of any kind unless expressly stated by HMSR or its Founders.

**Copyright Complaints**
HMSR and its Founders respect the intellectual property ownership rights of others. If you believe your work has been reproduced in a way that constitutes copyright infringement, please notify us by following the instructions in our notice about making claims of copyright infringement.