

GUIDE FOR AUTHORS

ABOUT JOURNAL OF ACUTE MEDICINE (JACME)

Journal of Acute Medicine (JACME) is the official peer-reviewed and open access publication of the Taiwan Society of Emergency Medicine. It aims to publish high quality scientific and clinical research in all fields of acute care medicine including emergency medicine, critical care, trauma and health policy with the goal of promoting and disseminating medical science knowledge to improve global health.

JACME accepts reviews, original articles, case reports, short communications and letters to the editor for publication.

ARTICLE CATEGORIES

Review Articles

These should aim to provide the reader with a balanced overview of an important and topical subject in the field, emphasizing factors such as cause, diagnosis, prognosis, therapy or prevention. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated.

Format guide

- Word limit: 4,500 words
- Abstract: not demand structured, up to 300 words and 3–5 relevant keywords
- References: 100 or less
- Tables/Figures: 6 maximum

Original Articles

These articles typically include randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case control studies, and surveys with high response rates, which represent new and significant contributions to the field. Section headings should be: Abstract, Introduction, Methods, Results, Discussion, Conflicts of Interest Statement (if any), Acknowledgments (if any), and References.

The Introduction should provide a brief background to the

subject of the paper, explain the importance of the study, and state a precise study question or purpose. The Methods section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, patient samples or animal specimens used, the essential features of any interventions, the main outcome measures, the laboratory methods followed, or data sources and how these were selected for the study), and state the statistical procedures employed in the research. The Results section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of the main results. The Discussion section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results.

Format guide

- Word limit: 3,500 words
- Abstract: structured, up to 300 words and 3–5 relevant keywords
- References: 40 or less
- Tables/Figures: 6 maximum

Brief Reports

These reports should be concise presentations of preliminary experimental results or technical aspects of clinical or experimental practice that are not fully investigated, verified or perfected but which may be of widespread interest or application. The Editors reserve the right to decide what constitutes a Short Communication.

Format guide

- Word limit: 1,500 words
- Abstract: not demand structured, up to 300 words
- References: 10 or less
- Tables/Figures: 2 maximum

Case Reports

These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel techniques or use of equipment, or new information on diseases of importance. Section headings should be: Abstract, Introduction, Case Report, Discussion, Conflicts of Interest Statement (if any), Acknowledgments (if

any), and References. The Introduction should describe the purpose of the present report, the significance of the disease and its specificity, and briefly review the relevant literature. The Case Report should include the general data of the case, medical history, family history, chief complaint, present illness, clinical manifestation, methods of diagnosis and treatment, and outcome. The Discussion should compare, analyze and discuss the similarities and differences between the reported case and similar cases reported in other published articles. The importance or specificity of the case should be restated when discussing the differential diagnoses. Suggest the prognosis of the disease and possibility of prevention.

Format guide

- Word limit: 800 words
- Abstract: not demand structured, up to 300 words and 3–5 relevant keywords
- References: 40 or less
- Tables/Figures: 6 maximum

Letters to the Editor

Letters are welcome in response to previously published JACME articles, and may also include interesting cases that do not meet the requirement of being truly exceptional, as well as other brief technical or clinical notes of general interest. Letters should have a title, include appropriate references, and the corresponding author's mailing and e-mail addresses. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review at the discretion of JACME Editors. Letters are selected based on clarity, significance, and space.

Format guide

- Word limit: 500 words
- References: 6 or less
- Tables/Figures: 1 maximum

Make Your Diagnosis

These are characteristic or atypical presentations/images of interesting clinical conditions.

Format guide

- Word limit: 500 words
- References: 4 or less
- Tables/Figures: 2 maximum

BASIC CRITERIA

Articles should be written in English, using American English spelling, and meet the following basic criteria: the

material is original, the information is important, the writing is clear and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

MANUSCRIPT PREPARATION

Main Text

Text should be typed double-spaced on white A4 (297 × 210 mm) paper, with outer margins of 2.5 cm. Each section should begin on a new page.

Abbreviations

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. An abbreviation should not be first defined in any section heading; if an abbreviation has previously been defined in the text, then the abbreviation may be used in a subsequent section heading. Restrict the number of abbreviations to those that are absolutely necessary.

Numbers

Numbers that begin a sentence or those that are less than 10 should be spelled out using letters. Centuries and decades should be spelled out, e.g., the Eighties or nineteenth century. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

Units

Système International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

Names of Drugs, Devices and Other Products

Use the Recommended International Non-proprietary Name (rINN) for medicinal substances, unless the specific trade name of a drug is directly relevant to the discussion. Generic drug names should appear in lowercase letters in the text. If a specific proprietary drug needs to be identified, the brand name may appear only once in the manuscript in parentheses following the generic name the first time the drug is mentioned in the text.

For devices and other products, the specific brand or trade name, the manufacturer and their location (city, state,

country) should be provided the first time the device or product is mentioned in the text, for example, "... IBM SPSS Statistics 21.0 was used (IBM Corp., Armonk, NY, USA)." Thereafter, the generic term (if appropriate) should be used.

Statistical Requirements

Statistical analysis is essential for all research papers except Case Reports. Use correct nomenclature for statistical methods (e.g., two sample t test, not unpaired t test). Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail.

Figures

The number of figures should be restricted to the minimum necessary to support the textual material. Figures should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the figure legend in alphabetical order.

Patient identification should be obscured. All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Photomicrographs must include an internal scale marker, and the legend should state the type of specimen, original magnification and stain. Figures must be submitted as separate picture files and named according to the figure number and format, e.g., "Fig1.tif," "Fig2.jpg."

Tables

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and numbered consecutively in the order of their citation in the text. Items requiring explanatory footnotes should be denoted using superscripted lowercase letters (a, b, c, etc.), with the footnotes arranged under the table in alphabetical order. Asterisks (*, **) are used only to indicate the probability level of tests of significance. Abbreviations used in the table must be defined and placed after the footnotes in alphabetical order. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source.

References

Authors are responsible for the accuracy and completeness of their references and for correct in-text citation. References should be compiled at the end of the manuscript according to the order of citation in the text. References

should be limited to those cited in the text only. Journal references should include, in order, authors' surnames and initials, article title, abbreviated journal name, year, volume, inclusive page numbers and DOI. The surnames and initials of all the authors up to 6 should be included, but when authors number 7 or more, list the first 3 authors only followed by "et al." Abbreviations for journal names should conform to those used in MEDLINE. If citing a website, provide the author information, article title, website address and the date you accessed the information. Reference to an article that is in press must state the journal name and, if possible, the year and volume.

SUPPORTING DOCUMENTS

The following documents must be included in your submission.

Cover Letter

This must include the following information:

- (1) Title of the manuscript
- (2) Names (spelled out in full) of all the authors, and the institutions with which they are affiliated; indicate all affiliations with a superscripted lowercase letter after the author's name and in front of the matching affiliation (the name of each author should be written with the family name last, e.g., Wan-Lin Chang)
- (3) Corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
- (4) A statement that the material contained in the manuscript has not been previously published and is not being concurrently submitted elsewhere. Persons who do not fulfill the requirements to be listed as authors but who nevertheless contributed to the manuscript (such as those who provided writing assistance, for example) should be disclosed. List of manuscripts that have been published, submitted, or are in press that are similar to the submission to JACME (and include in your submission copies of those similar manuscripts so that JACME Editors can be assured there is no overlap)
- (5) The signature of the corresponding
- (6) Author optional: if you have a list of reviewers who you wish to review or not to review your manuscript, you may include this list in the cover letter

Title Page

The title page should contain the following information (in order, from the top to bottom of the page): article category

article title IMPORTANT: please do NOT include any author names and affiliations or corresponding author information on the title page (this information should be listed in your cover letter instead) because JACME follows a double-blind peer review process.

Copyright Transfer Agreement

In the event that your manuscript is accepted for publication in JACME, you are required to transfer all copyright ownership in and relating to the work jointly to the Taiwan Society of Emergency Medicine and its co-publisher. Please use the JACME Copyright Transfer Agreement form. Your signature and those of ALL your coauthors must be included.

Proof of English revision

The English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English.

Online Submission

Manuscripts (meaning all submission items, including all text, tables, artwork, cover letter, conflicts of interest disclosures, and any other required documents/material) must be submitted online to JACME through the Airiti System—iPress. If assistance is required, please refer to the tutorials for authors and/or customer support that are available on the iPress website; you may also contact the Editorial Office.