Guidelines for Authors

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Mission and Scope of YJBM

The Yale Journal of Biology and Medicine (YJBM) is a graduate, medical, and professional student-run, peer-reviewed, open-access journal dedicated to the publication of original research articles, scientific reviews, articles on medical history, personal perspectives on medicine, policy analyses, case reports, interviews, and symposia related to biomedical matters. YJBM is published quarterly and aims to publish articles of interest to physicians and scientists as well as students across many fields. YJBM issues are composed of topical articles that range from fundamental science and clinical medicine to public health and policy. Each quarterly issue is devoted to a specific focus topic in biology and medicine, as selected by the editorial board. Our Editorial Board consists of graduate and professional students from Yale School of Medicine and Yale University Graduate School of Arts & Sciences. All manuscripts submitted to YJBM are evaluated on the basis of scientific quality, originality, appropriateness, contribution to the field, style, and relevance to the mission and scope of YJBM. Suitable manuscripts are subject to rigorous, fair, and timely peer review.

Quarterly Focus Topics

Starting in June 2015, YJBM began devoting each issue to a focus topic selected by the Editorial Board. All manuscripts in an issue are related to the selected focus topic. As a result, YJBM does not accept off-topic manuscripts. Focus topics for an issue are selected 1 year in advance of publication. For information regarding upcoming Focus Topics, please visit the YJBM website (http://medicine.yale.edu/yjbm/). To contact the Editors of a particular quarterly issue, please email yjbm@yale.edu.

Considerations for Acceptance

YJBM encourages the submission of well-written and well-reasoned articles. Articles are evaluated based on various criteria, including importance to researchers and clinicians in the field, broad interest to the community of researchers in biology and medicine, evidence-based conclusions, originality of work, relevance to the quarterly issue’s focus topic, and educational value of the manuscript. Articles are not required to meet all the above criteria and the ultimate decision of acceptance is dependent on the Editorial Board. Articles can be submitted by medical and graduate students writing with a mentor or on their own (with support and guidance from YJBM Editors), as well as MDs and PhDs at various stages of their careers and other experts in the field.

YJBM Ethical Guidelines and Statement on Scientific Misconduct

As students and active researchers, the YJBM Editorial Board believes that scientific research and publication should always be carried out in accordance with the highest ethical standards and professional conduct. We require that authors follow the guidelines for ethical conduct and publication of scientific work put forth by the International Committee of Medical Journal Editors (ICMJE), i.e., that they have made substantial contributions to the research and manuscript preparation. Please indicate the contributions of each author to the manuscript, including conception and design, experiments, data collection and analysis, writing, review and editing, or other roles. YJBM requires that all authors follow institutional guidelines for the responsible conduct of research. We require the inclusion of a statement in the Methods section indicating approval of the sponsoring institution’s review board if animal or human subjects are involved. Upon submission of a manuscript, authors must acknowledge that they have followed appropriate ethical practices in the research and preparation of the manuscript, including proper attribution of author contributions, disclosure of competing interests, and assurance that no part of the manuscript has been submitted or published elsewhere. In submitting to YJBM, an author ensures that all research, including but not limited to co-authors, administrators, support staff, and participants, have
conducted themselves in accordance with the highest level of professional and ethical standards. Anything to the contrary is grounds for immediate rejection of a manuscript.

The *Yale Journal of Biology and Medicine* only publishes original work not published elsewhere. All submissions will be checked for plagiarism and may be rejected on this basis, regardless of the quality of science. *YJBM* considers plagiarism to be the use of one’s own or others’ published and others’ unpublished results or writing without proper attribution or permission and presenting these works as original. *YJBM* also considers the submission of writing that the authors have published previously elsewhere in whole or in part as plagiarism. Furthermore, the Editorial Board does not tolerate the fabrication of data and subsequent misrepresentation of such data as original research results.

The intent of plagiarism is to mislead the reader to believe the ideas presented are the authors’ own. This serves as a form of scientific misconduct and is not tolerated by the Editors of *YJBM*.

The YJBM editorial board will seriously consider all concerns of possible misconduct and take appropriate action, following ICMJE recommendations for ethical publication.

**Article Submissions**

Contributions are welcome from all qualified sources, including student authors. *YJBM* is dedicated to serving the interests of both authors and readers. No submission or publication fees are levied. Manuscripts should be sent through Scholastica (see below), uploaded as Microsoft Word documents and figures, illustrations, and images in separate, high-resolution TIFF or JPEG format. Please contact the journal by e-mail at yjbm@yale.edu for questions not answered by the guidelines. For more detailed submission guidelines, please refer to the separate Manuscript Submission Guidelines.

*YJBM* publishes the following types of articles:

- Original Research
  - Brief Communications
- Case Reports
- Reviews
  - Mini-Reviews
- Perspectives
  - Brief/Opinion
- Analyses
- Symposia Pieces
- Book Reviews
- Profiles
- Interviews

The following contains detailed descriptions as to what should be included in each particular type of article.

**ORIGINAL RESEARCH ARTICLES**

Original research articles present a medical or scientific advance. These manuscripts should present well-rounded studies reporting innovative advances that further knowledge about a topic of importance to the
fields of biology or medicine. The conclusions of the Original Research Article should be clearly supported by the results. These can be submitted as either a full-length article (no more than 6000 words, 8 figures, 4 tables, and 100 references) or a brief communication (no more than 2,500 words, 3 figures, 2 tables, and 75 references). Original Research Articles contain five sections:

- (i) Abstract
- (ii) Introduction
- (iii) Materials and Methods
- (iv) Results
- (v) Discussion

**CASE REPORTS**

Case reports describe an unusual disease presentation, a new treatment, an unexpected drug interaction, a new diagnostic method, or a difficult diagnosis. Case reports should include relevant positive and negative findings from history, examination, and investigation and can include clinical photographs. Additionally, the author must make it clear what the case adds to the field of medicine and include an up-to-date review of all previous cases in the field. These articles should be no more than 5,000 words with no more than 6 figures, 3 tables, and 100 references. Case Reports contain five sections:

- (i) Abstract
- (ii) Introduction
- (iii) Case Presentation (clinical presentation, observations, test results, and accompanying figures)
- (iv) Discussion
- (v) Conclusions

**REVIEWS**

Reviews provide a reasoned survey and examination of a particular subject of research in biology or medicine. These can be submitted as a mini-review (no more than 2,500 words, 3 figures, 1 table, and 75 references) or a long review (no more than 6,000 words, 6 figures, 3 tables, and 150 references). They should include critical assessment of the works cited, explanations of conflicts in the literature, and analysis of the field. The conclusion must discuss in detail the limitations of current knowledge, future directions to be pursued in research, and the overall importance of the topic in medicine or biology. Reviews contain four sections:

- (i) Abstract
- (ii) Introduction
- (iii) Topics (with headings and subheadings)
- (iv) Conclusions and Outlook

Authors wishing to submit an unsolicited review should submit a 250-word abstract to yjbm@yale.edu, summarizing the scope, importance, and relevance of the proposed review.

**PERSPECTIVES**

Perspectives provide personal view on medical or biomedical topics in a clear narrative voice. Articles can relate personal experiences, historical perspective, or scientist profile on people or topics important to medicine and biology. These articles can be submitted as a brief/opinion piece (no more than 2,500 words, 2 tables, and 75 references) or a long perspective (no more than 6,000 words, 2 tables, and 100 references). Perspectives contain four sections:

- (i) Abstract
- (ii) Introduction
- (iii) Topics (with headings and subheadings)
- (iv) Conclusions and Outlook
ANALYSES
Analyses provide an in-depth prospective and informed analysis of a policy, major advance, or historical description of a topic related to biology or medicine. These articles should be no more than 6,000 words with no more than 3 figures, 1 table, and 100 references. Analyses contain four sections:

(i) Abstract  
(ii) Introduction  
(iii) Topics (with headings and subheadings)  
(iv) Conclusions and Outlook

SYMPOSIUM PIECES
Symposium pieces describe a research symposium or seminar and present the topic covered in the form of a news brief, opinion piece, or mini-review.

A news brief summarizes a few talks on the same general topic or issues at a given symposium. This can include a summary of the discussion that followed the symposium or the significance of the talks at a large symposium for a particular field. It is important to indicate the main point of the symposium.

An opinion piece discusses the personal perspectives after a given symposium, including an analysis of the symposium and how this affected the author.

A mini-review can be based on a theme from a given symposium. This may require the author(s) to review articles written by a speaker at that symposium.

These articles should be no more than 3,000 words and 75 references. All symposium pieces should include the following:

(i) Abstract  
(ii) Introduction  
(iii) Topics (with headings and subheadings) [specifically required for a mini-review]  
(iv) Conclusions and Outlook

BOOK REVIEWS
Book reviews cover relevant books important to clinicians and researchers. These articles provide a description of the book being reviewed, the strengths and weaknesses of the book, and the intended audience. The reviews should be 300 to 500 words. All members of the Yale community are eligible to write reviews. Please contact the Editors at yjbm@yale.edu if you are interested in writing book reviews.

PROFILES
Profiles describe a notable person in the fields of science or medicine. These articles should contextualize the individual’s contributions to the field at large as well as provide some personal and historical background on the person being described. More specifically, this should be done by describing what was known at the time of the individual’s discovery/contribution and how that finding contributes to the field as it stands today. These pieces should be no more than 6,000 words, with up to 6 figures, 3 tables, and 100 references. The articles should include the following:

(i) Abstract  
(ii) Introduction  
(iii) Topics (with headings and subheadings)  
(iv) Conclusions
INTERVIEWS
Interviews may be presented as either a transcript of an interview given with questions and answers presented or as a personal reflection after a given interview. If the latter is submitted, the author must indicate to the readers that the article is based on an interview. These pieces should be no more than 5,000 words, 3 figures, 2 tables, and 100 references. The articles should include:
(i) Abstract
(ii) Introduction
(iii) Questions and answers clearly indicated by subheadings or topics (headings and subheadings)
(iv) Conclusions

Scholastica Manuscript Tracking System
YJBM handles all manuscripts through the online peer review platform Scholastica. Prospective authors will be provided a link to submit their manuscript via the Scholastica website, and through this system authors and YJBM editors may correspond. Using the Scholastica interface, invited peer reviewers can access manuscript/figure files and upload their reviews. Once an editorial decision has been reached, authors will be notified via the Scholastica interface. Accepted manuscripts are finalized by YJBM editorial board and are formatted for publication.

Process of Submission, Review, Acceptance, and Publication
When your manuscript is ready for submission, please go to https://scholasticahq.com/ and click “Sign Up” in the top right corner to create a free Scholastica account. Once you have created an account, click on “Submit a Manuscript” and search “Yale Journal of Biology and Medicine.” We require that all authors are listed upon submission. To add additional authors, press “Add another author” at the bottom right of the “Author Details” section. In addition, we highly suggest adding “Suggested reviewers,” as it would make the review process quicker.

Once the article is submitted to YJBM, it is reviewed by the assigned editor(s) for quality and topicality and is checked for plagiarism. Articles are discussed at the monthly YJBM board meeting and assessed by editors, who make the initial decision to send the article for peer review or reject it. Authors also have the opportunity at submission to suggest peer-reviewers to contact and peer-reviewers to avoid – this is highly recommended and may decrease the time from submission to decision significantly. Based on the peer reviewers’ comments, the editors will discuss and make a decision about the manuscript. Three outcomes can occur at this point: rejection, conditional acceptance upon revision, and acceptance. Please note that if the article is conditionally accepted upon revision, it may undergo several rounds of revision until it meets YJBM publication standards. All revisions must be submitted using track changes in Microsoft Word.

The Deputy Editors will correspond with the author regarding the publication decision and suggested edits. The goal of this interaction is to develop the article into a well-rounded manuscript. If it does not meet YJBM standards by the required deadline for the issue for which it has been solicited, the article may not be published.

Once the article is accepted for publication, it will be sent to the Editorial Coordinator for copy editing, formatting, and copyright requests. Issues are published in March, June, September, and December and all articles will be made available freely online at the time of publication.

A typical timeline from submission to publication is 1-2 weeks for initial editorial assessment, 4-8 weeks
for peer review, 2-8 weeks for author revisions (depending on the scale of revisions requested). The time between acceptance and publication may vary – unfortunately, we do not have the capability at this time to publish just-accepted manuscripts – as we publish each issue near the end of the month.