JUCM Instructions for Authors

JUCM, The Journal of Urgent Care Medicine, welcomes original articles that provide practical clinical and practice management information for our readers—the nation's urgent care physicians, physician assistants, and nurse practitioners. *JUCM* articles should offer practical advice and solutions to clinical and practice management issues commonly encountered in day-to-day practice.

Our aim is to combine scientific precision and evidence-based content with a concise, lively style that's easy to read. Keep these guidelines in mind as you're preparing your manuscript, and remember that we have highly skilled, experienced editors who are prepared to give you as much help as you need.

Originality and Copyright

Articles that appear in *JUCM* must be original to their authors. The text must not have been published previously, in any format—in print or on the Internet. Cutting and pasting sentences, paragraphs, or sections of a work that has been published previously into your article is unacceptable because it could violate another publisher's copyright.

Audience

The information you provide should be of practical use to our readers, who have come to practice in an urgent care setting from a variety of clinical backgrounds. Your article should take their perspective into account by considering several key issues, such as

- What immediate management is indicated?

- What laboratory tests or diagnostics are required?

- What are the next steps—with whom should the patient follow up?

- Who should be admitted or referred to the emergency department?

Imagine yourself in the reader's shoes and ensure that your article includes the answers to questions you'd be asking.

The Editing and Review Process

When your manuscript arrives, we'll send you an acknowledgment and give your article to our Board of Editors. We'll let you know within a few weeks whether has been accepted. If your submission is accepted for publication, it will be scheduled for an upcoming issue of *JUCM* and assigned to an editor.

After the first round of editing, the article is sent to several physician reviewers and board members for comment. Any queries or requested changes will be forwarded to you for consideration. Finally, the article goes to our production department to be prepared for publication.

References

We ask our authors to cite a reference in only two instances:

1. When citing the results of a single study
2. When making statements that readers are likely to question, find unusual, or want to follow up on

You need not reference information that most readers would accept as true or statements that numerous studies over time have borne out. We try to limit reference lists and suggested reading lists to 15 items per article.

Also keep the following guidelines in mind:

- References and suggested readings should be recent; unless a publication is a seminal work, limit citations to material published in the past 5 years.

- References should be limited to review articles, clinical trials, and other scholarly material. *JUCM* rarely cites nonclinical sources. (Statistics attributed to government agencies would be one exception.)

- References should be formatted in AMA style (*AMA Manual of Style*, 10th edition).

- Primary, rather than secondary, sources should be cited. (For example, a research article listed in MEDLINE is a primary source; an article in *UpToDate* is a secondary source.)

- Articles need not have a suggested reading list, although if your reference list contains fewer than 10 citations, you may want to include a suggested reading list of a few items that readers may find valuable.

Tables, Figures, Sidebars, and Pictures

Please send tables, graphs, sidebars (boxes), and digital images whenever possible. Our readers appreciate well-chosen graphics, tables, and similar elements that add practical value to an article. Number all tables, graphs, sidebars, and images in chronological order (e.g., Figure 1, Figure 2, Table 1, Table 2, Sidebar 1, Sidebar 2), and indicate where in the text each item should appear when your article is printed. Here is an example:

> . . . primarily located in the transverse and sigmoidal regions (**Figure 1**).

Digital images should be a *minimum* of 300 dpi. Please do *not* embed figures in your manuscript file. Instead, please submit each figure as a separate image file (i.e., a JPG, TIFF, or PNG file). Each file should be named in a way that indicates your surname, your manuscript topic, and the figure number (e.g., **Jones_ShoulderPain_Figure3.jpg**) For all images, please supply figure legends (captions) in your manuscript.

We prefer that you submit graphics that are original to you, such as x-rays taken as part of your practice. For all images of patients, please do the following:

- Crop out anything that could reveal the identity of the patient.
- Have the patient sign a document granting you permission to publish the image without identifying the patient. Please keep this document on file.

One good source of potentially copyright-free images that you may wish to search on the Internet is Wikimedia Commons:

> http://commons.wikimedia.org/wiki/Main_Page

If you wish to use tables or images that have previously appeared elsewhere—in print or on the Internet—you must let the editor know, providing *all publication details and links*. We can write the previous publisher for permission to reuse the material in *JUCM*. There is no guarantee, however, that the permission will be granted. *If permission is not granted, we cannot legally reprint the material.*

Tables must be created within Microsoft Word, using the "Insert Table" function, so that they can be edited. Do *not* submit (1) photographs of tables or (2) tables created within Microsoft Excel or other software.

Urgent Message

Before the introduction section of your article, please provide a short "urgent message" (2 or 3 sentences) that embodies the main teaching points of your article in relation to urgent care. Whole sentences copied and pasted directly from later in the article are fine.

Manuscript Length

Limit the manuscript to 2600–3200 words, *plus* references, tables, figures, and other accessories. Articles that are longer will probably need to be cut during editing.

Manuscript Submission

Articles should be submitted via our manuscript management system, Scholastica, at the following link: https://jucm.scholasticahq.com. Please submit Microsoft Word files (with multicolumn tables created within Word). The title page of the manuscript should include the title of the article, the names of all the authors in the order they are to appear, and the name, address, and contact information (mailing address, phone, fax, and email) for the corresponding author.

If you need to send photos, images, scans, or hard copies of tables that may be difficult to create electronically, please label your materials clearly (regarding which article they are meant to accompany), and mail them to this address:

> Harris Fleming, Executive Editor
> ***JUCM/Braveheart Group***
> 11 E Sundial Circle
> PO Box 5156
> Carefree, AZ 85377-5156

All original art materials will be returned to the authors.

Time Frame

Articles typically are scheduled to appear in ***JUCM*** within 6 months of acceptance. The editing and review process occurs approximately 3 months before publication.

Publication Copies

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