**Ponce Health Sciences University Scientific Journal Author Guidelines**

**Author Responsibilities**

* **Originality**: Authors must ensure that their work is entirely original, and any work from other authors must be properly cited. Manuscript submissions imply that all material is original, unpublished work and has not been submitted elsewhere.
* **Conflict of Interest**: Authors must disclose any financial or personal relationships that might bias their work.
* **Ethics Compliance**: Research involving humans, animals, or sensitive data must have proper ethical approval or proof of exemption. Pertinent ethics documentation must be included with the submitted manuscript.
* **Compliance with Best Practices**: Authors must adhere to publication ethics and community reporting standards.
* **Errata and Retractions**: Authors are responsible for notifying the journal of errors and cooperating to issue corrections or retractions promptly.
* **Data Availability**: Authors must make supporting data available upon request.
* **Authorship Criteria**: Authorship is limited to contributors who meet ICMJE authorship criteria, ensuring accountability and substantial contribution to the work. Non-authors who contributed may be acknowledged with their consent.

**Manuscript Preparation**

**General formatting:** Manuscripts must be prepared following the specified formatting guidelines.

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| --- | --- | --- | --- | --- | --- | --- |
| Article Type | Title Length | Abstract (Words) | Word Count | Conclusion | References | Tables/Figures |
| Original Article | 250 characters | 150-250 | Intro: 500-800  Methods: 700-1200  Results: 500-800  Discussion: 800-1500  Conclusion: 150-300 | 150-300  words | ≥30 | ≤8 |
| Review Article | 250 characters | 150-250 | Intro: 800-1500  Methods: 5000-10000  Results: 800-1500  Discussion: 500-1000  Conclusion (*not mandatory*): 100-200 | 100-200  words | ≥40 | ≤8 |
| Case Report | 250 characters | 150-250 | Intro: 300-700  Case presentation: 250-500  Discussion: 500-1000 | - | 15-40 | ≤2 |
| Clinical Pearls | 250 characters | - | Up to 1000 | - | ≤5 | ≤2 |
| Innovative imaging | 250 characters | - | Up to 1000 | - | ≤5 | ≤10 |
| Research Letter | 250 characters | 150-250 | Up to 1600 | - | ≤5 | ≤2 |
| Letter to the Editor | 250 characters | - | Up to 1200 | - | ≤5 | - |

**Sections:**

1. Article Type

**Original Article**

Original articles represent the predominant article type featured in journal publications, constituting primary literature that unveils novel research discoveries. Retrospective studies, accounting for case series with six or more cases, must be submitted as original articles and abide by the formatting requirements of such.

**Review Article**

Review articles offer a comprehensive examination of the current literature within a particular field, frequently pinpointing specific challenges or concerns and presenting a balanced analysis based on the existing published work on the subject. These articles furnish an all-encompassing summary of research related to the chosen topic, offering a perspective on the current state of the field and its anticipated direction. Broadly categorized, review articles come in two main types: literature reviews and systematic reviews.

**Case Report**

Case reports provide detailed accounts of actual patient cases observed in medical or clinical practice. These cases may significantly contribute to the existing knowledge within the field, whether they present novel findings or less unique results. The report is expected to thoroughly cover the signs, symptoms, diagnosis, and treatment of a particular disease. The primary aim of case reports is to alert other researchers to the potential occurrence of specific phenomena. Any case series involving five cases or fewer should be submitted as a case report. In cases where MRI/CT/X-ray/scan images are mentioned, inclusion in the article is necessary unless the images depict nothing of interest. Articles combining a case presentation with a literature review should be submitted as case reports. Autobiographical case reports require a physician as an author or co-author.

**Clinical Pearls**

A clinical pearl refers to a concise, practical piece of information or insight derived from clinical experience that has educational or diagnostic value. These pearls are often based on real-world observations and may offer valuable lessons, tips, or recommendations for healthcare professionals. Clinical pearls serve to enhance the understanding and application of medical knowledge in a practical context.

**Innovative Imaging**

Innovative imaging consists of photomicrographs, gross pathology, radiographs, CTs, MRIs, polysomnography, lab setups, etc, accompanied by a small description of the submitted images and techniques used to capture them. A statement affirming the images have not been previously published is required for submission. Additionally, if identifiable images are used, patient consent for image usage is also required for submission.

**Research Letter**

A research letter is a concise and focused communication that reports on a specific and often preliminary finding, observation, or result. Research letters are shorter than full research articles and are typically used to rapidly share noteworthy or interesting findings with the scientific community. They serve as a means of quickly disseminating information without the extensive details and formal structure required in a complete research paper.

**Letter to the Editor**

A letter to the editor is a brief, formal communication directed towards the editor of a scientific journal. It addresses a published article in the journal, providing comments such as critiques, clarifications, additional insights, or alternative perspectives. The letter can be used to express agreement, highlight errors, suggest improvements, or discuss the implications of the research. It typically includes a title, an introduction referencing the article, a detailed body with the main points and supporting evidence, a conclusion, and author information. It offers a platform for scholarly dialogue and can contribute to the advancement of knowledge in the field.

1. Title

The title must be concise and informative. The title should be comprehensible to readers outside the field. Titles should be written in sentence case, first letter capitalized and subsequent letters in lowercase. Authors should avoid specialist abbreviations if possible. Common abbreviations such as AIDS and COVID- 19 are permitted.

1. Author Information

All authors and their affiliations must be included. Affiliations includes department(s), institution(s), organization(s) and their location, including city, state/province, and country. The corresponding author should be identified. The corresponding author's contact information (email address and phone number) should be listed on the title page.

The contribution of each author must be noted in accordance with ICMJE guidelines in order to be listed as an author. All authors of an article must meet the following requirements:

* + Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or reviewing it critically for important intellectual content; 3) final approval of the version to be published; AND 4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. All those designated as authors should meet all four criteria.
    - All persons designated as authors should qualify for authorship, and all those who qualify should be listed.
    - Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
  + The submitting author will be prompted during the submission process to select contributions for each listed author. Any contributor who does not meet the criteria for authorship may be listed in the Acknowledgements section with their consent.
  + The submitting author and corresponding author are two distinct designations that may be assigned to one or separate authors.
  + The submitting author's role and responsibilities are to:
    - Inform all co-authors when an article bearing their name has been submitted to the Journal.
    - Manage correspondence between the journal and all co-authors, keeping the full co-author group apprised of the article progress. (Each co-author will receive automated email notifications confirming authorship, article publication, and, if necessary, article retraction.)
    - Declare all relevant conflicts of interest on behalf of all co-authors.
    - Ensure, to the best of their abilities, that the article fully adheres to all of the Journal policies (including such items as publication ethics, data deposition, materials deposition, etc).
  + The corresponding author’s role and responsibilities are to:
    - Respond to all queries pertaining to the published article, while also providing relevant data and materials as requested.

1. Keywords

Only 3-10 keywords per article submission, regardless of its category/type. Keywords must be as specific as possible and best represent the field or sub-field of study.

1. Abstract

The abstract should describe the study's purpose and summarize the most important results and their significance. Do not include citations in the abstract. Do not include specialized abbreviations if possible. Abstracts have a 250-word limit.

1. Introduction

The introduction sets the stage by offering background information, contextualizing the study, and articulating the research problem or question. It also involves a review of relevant literature, identifying gaps in knowledge and justifying the need for the current study. The length of the introduction is dependent on the type of article.

1. Methodology

This section provides a detailed account of the research design, including procedures, materials, and any specific methodologies employed. This section should be thorough enough to allow for the replication of the study by others and may include subsections like Participants, Instruments, and Procedure. The length of the methods section depends on the article type.

1. Results

The results section is where the findings of the study are presented objectively. This section often includes statistical analyses, tables, and figures, providing a clear and concise overview of the data.

1. Discussion

In the discussion section, the results are interpreted and contextualized in relation to the research question. This section compares the findings to existing literature, discusses implications, acknowledges limitations, and suggests potential avenues for future research. It is a space for critical analysis and reflection.

1. Conclusion

The conclusion summarizes the main findings, restates the study's importance, and may suggest directions for further research. This section serves as a concise wrap-up of the study's contributions.

1. Figures and Tables:

All figures and tables must be appropriately labeled and included within the text at suitable points. Authors must ensure that all figures are of sufficient quality to be clearly legible. Figures and Tables should be included in the intended text positions in the submitted manuscript. Each figure and table must be mentioned in the text and in numerical order.

* + Media is not permitted in the abstract, introduction or conclusions sections of any article type. The only exception is the introduction section of a review article. Each article is permitted up to **25 media items**.
  + Figures or tables containing acronyms, initialisms or labels must include a full list of definitions in the legend field.
  + Capitalization and punctuation for media titles and legends must be consistent throughout the article.
  + Figure and table legends may contain a maximum of 2,000 characters (including spaces).

1. Acknowledgements

Acknowledgements of those who provided help for and during the research. Funding information must be included in this section. Funding organizations and grant numbers must be written in full.

1. References

Every reference cited in the text must be provided in the reference list in citation order. Acceptable references are published works or accepted for publication. DOIs (Digital Object Identifier) must be provided for all references.

1. Quality Control

Manuscripts must adhere to recognized reporting guidelines relevant to the research field.

1. Language Quality

Manuscripts must be in English or another DOAJ-approved language and must meet professional language editing standards.

**Submission Procedure**

Online Submission: Manuscripts must be submitted through the designated online portal on the journal's website (www.phsujournal.com). The journal adopts a continuous publication model to ensure timely dissemination of research.

File Types: Specify acceptable file formats (e.g., Word, PDF).

Cover Letter: A cover letter outlining the significance of the work must be included. The cover letter should outline the study's contribution and relation to the existing scientific literature, specify the type of submission (research article, case report, systematic review, clinical trial), and list the names of referees the authors would like excluded from the reviewing process. The submitting author may suggest a maximum of 3 reviewers as part of their submission process.

Revisions: Once the Review Board returns the submitted manuscript to the corresponding author, the corresponding author may be given the opportunity to revise it in accordance with any reviewer comment(s). Reviewers or Editors that partook in the revision process may send a detailed letter or email containing information on how to return the revised manuscript, outlining the changes they would like to see made and when the updated version must be resubmitted. Authors must submit tracked and untracked revised manuscripts along with a detailed letter addressing each Reviewer comment.

**Submission Timing**

Deadlines: Submission deadlines will be established by the Board and will be notified via Call-to-Action bulletins sent through the institutional email.

Resubmission: Once the manuscript with reviewer comments has been sent to the corresponding author, they will have 1-2 weeks to make any revisions/corrections suggested. Upon resubmission, the author will receive the Board's final decision within 4-6 weeks.

**Review Process**

Peer Review: Peer review is the system used to assess the quality of a manuscript before it is published, carried out by independent experts in the relevant research fields. The *PHSU Scientific Journal* is a single-blind peer review publication. In a single-blind peer review, the reviewers know the names of the authors, but the authors do not know who reviewed their manuscript.

*PHSU Scientific Journal* reviewers, all experts in various research areas, are in charge of evaluating submitted manuscripts. The submitting author may suggest a maximum of 3 reviewers as part of the submission process. The submitting author must provide evidence nulling any conflict of interest with any suggested reviewer.

Decision Timing: Upon manuscript acceptance, the Board will inform the corresponding author of their decision for publication within 4-6 weeks.

Appeals Process: It is important to know when it is appropriate to appeal a journal's decision and when to submit to another journal. Any appeals made must be supported by compelling evidence or new data in response to the reviewer's comments. The author must submit an appeal letter to the Editorial Board and describe in detail why they disagree with the decision. They must provide specific responses to any of the comments that contributed to the rejection. Additionally, they must provide evidence if it is believed one of the reviewers made a technical error in the assessment of the manuscript.

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Fees: Fees associated with open-access publication are still being determined.

Archiving Policy: Articles will be archived on the journal's website using tags. Via the search bar on the homepage, any user with an official account can type keywords related to their specific interest/need and the related articles will appear listed below.