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Please note that the Author Guidelines of AMEE MedEdPublish are designed to conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, Updated December 2017, available at: http://www.icmje.org/icmje-recommendations.pdf

In addition, where relevant, this policy conforms to the Good Publication Practice 3 (GPP3) Guidelines (2015) at: https://pdfs.semanticscholar.org/presentation/410c/d6900bdaaa1a85f06f3392c63efe4d052685.pdf

1. Journal Scope
AMEE MedEdPublish invites the submission of papers addressing any theme of relevance to healthcare professionals’ education.

2. Authors
In order to qualify as an author of an AMEE MedEdPublish paper, the person should have made a substantial contribution to the paper.

Citing from the ICJME Recommendations, each author needs to have made:

- “Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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.”

NOTE: simply being a Head of Department, Head of Laboratory or other position does NOT automatically qualify one as an author. The submitting author will be required to complete a brief description of the work performed by each author.

AMEE MedEdPublish reserves the right to contact any person listed as an author to confirm that they are an author of the paper.

All authors are responsible for the content of a paper, so all authors need to:
- have independent access to all raw data, and
- inspect drafts of the manuscript before it is submitted.

If a person has made some contribution, but not enough to be considered an author, then that person should be listed in the paper’s Acknowledgements, with a brief description of their contribution. These might include proofing, searching for references, technical editing and administrative assistance. Papers dealing with surveys may also acknowledge the contribution of survey participants. (For further details of authors’ contributions, please see ICMJE Recommendations at: http://www.icmje.org/icmje-recommendations.pdf)
All communication with AMEE MedEdPublish should be through the person designated as the corresponding author. The corresponding author does not have to be the first author of the paper.

The order of the authors must be determined by the authors beforehand. AMEE MedEdPublish will not advise on this decision.

3. Determining roles at the outset
Authors’ roles, functions and requirements should be clearly stated, preferably before the research begins, so that all contributors are aware of their duties. Any persons co-opted (including proof-readers, and internal reviewers, beta-testers, etc.) should be aware of their duties, and their designate acknowledgment (as author or listed in the Acknowledgment section of the paper).

4. Conflicts of Interest
Possible conflicts of interest (whether financial, non-financial affiliation, rivalry, intellectual or other beliefs) must be declared for all authors at the time of submission.

In addition, if any authors have been denied access to raw data (e.g. through legal agreements with study sponsors), this needs to be stated clearly in the conflicts of interests, and reasons must be given.

5. Duplicate Submission
All papers submitted to AMEE MedEdPublish must be original work (although papers submitted to pre-print services such as ArXiv may be submitted to AMEE MedEdPublish). Authors should not submit the same manuscript, in the same or different languages, simultaneously to another journal.

If the papers submitted are based on unpublished reports, conference abstracts and posters, this should be stated clearly in the paper.

Authors may submit multiple papers based on upon the same dataset, although they should guard against writing multiple papers that overlap substantially in terms of precise data used, their analysis and interpretation, or conclusions drawn, whether submitted to the same or different journals. This practice is known as “salami slicing” and is regarded as a form of academic misconduct. Manuscripts submitted will be checked using a similarity checker.

6. Ethics
All papers involving research subjects (e.g. patients, learners, junior members of faculty – anywhere where there is a power-differential) must have been conducted within the guidelines of the Declaration of Helsinki (https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/).

When the manuscript is submitted, the corresponding author is required to complete an ethics statement that should contain details of ethics approval.

These details should be:
- Name of Institutional or Independent Ethics Committee / IRB
- Ethics Approval Reference Number, OR
- Statement from the Committee explaining why ethics approval is not required.
Human-related data should be securely protected, and the paper should contain details of the data protection performed. Special care should be taken with photographs (including radiological images), videos, audio files, screen-shots and other electronic data to ensure that permissions have been obtained, and that all reasonable steps have been taken to remove identifying information. (If subjects are identified, then the authors should state clearly that the subjects have granted permission, or should indicate why such permission is not necessary.) Although media will frequently need to be edited to hide identifying information, the deceptive manipulation of media to give a false impression will not be accepted by AMEE MedEdPublish.

7. Manuscript Types
AMEE MedEdPublish accepts the following types of manuscript:
- Research articles
  - New Research
  - Replication of previous studies
  - Studies with negative findings
  - Pilot Studies
- Report of meetings and workshops
- Case studies
- New education methods
- Practical tips and guidelines
- Personal views and opinion pieces
- Systematic reviews
- Reviews of books, papers, reports and resources
- Commentaries (by invitation only)
- Letters

Please note that all articles, including Personal views and opinion pieces, must have a meaningful Abstract, and be a well-structured and argued contribution, preferably substantiated by references, just as one would do for any academic article. Personal views and opinion pieces should not be understood to mean something quickly written, or random thoughts simply placed online. That function is fulfilled by personal blogs, so authors might consider placing that material in those areas.

8. Manuscript Preparation and Submission
Unlike many other journals, AMEE MedEdPublish requires the manuscript to be submitted in text boxes in a particular layout format. Corresponding authors should familiarise themselves with the submission process so that it can proceed smoothly. Detailed video documentation of the submission process can be found here:

- AMEPManuscriptSubmissionPart1.mp4
  https://drive.google.com/file/d/1v2nAa2mvuU0MQWvOiUjuWMGJK-3Ba5bM/view?usp=sharing

- AMEPManuscriptSubmissionPart2.mp4
  https://drive.google.com/file/d/1JCLx_Ca-UZdbaK6sFGT16vDfwXiOpT8/view?usp=sharing

- AMEPManuscriptSubmissionPart3.mp4
The main difference between submitting to AMEE MedEdPublish and other journals is that you, as author, construct the layout of the paper. This allows you to have far more control over seeing exactly what the paper will look like before submitting, and also reduces processing time and costs on our side, which means that your paper can be published a lot quicker, and the charges to you are kept to a bare minimum.

Although the text boxes in the submission form do allow for editing, we strongly recommend that the authors make changes in the original MS-Word document and then copy-and-paste from the MS-Word document into the text boxes. This will ensure that your original MS-Word document is identical to the information that you have submitted.

In addition to inserting their information into the text boxes, authors are required to submit the full MS-Word document of their manuscript with all their tables and figures. This will allow staff to verify that the finished product is a suitable reproduction of the original, and will reduce delays caused by their having to contact the corresponding authors. Note that the preview and submit processes require the use of pop-ups, so, if you have your pop-ups disabled, then you will need to enable them for the AMEE MedEdPublish site.

How it Works:
This image lays out the AMEE MedEdPublish process from submission to final revision:
Format:
The information for each manuscript will be (obligatory information is marked with an asterisk):

- Title of Paper* (Maximum 40 words).
- Manuscript Type* (e.g. Research Article, Case study, etc.)
- Corresponding author’s details, including email address.* (Note that the Corresponding author has to be the Submitting author. This author does not have to be the first author).
- Authors’ information.* For each author: first name, last name, institution, Twitter Handle (Optional), description of work performed by each author.
- Abstract* (Maximum 300 words) (Not required for letters).
- Keywords / phrases* (Maximum of 30 keywords / phrases).
- AMEE MedEdPublish Categories* – this is a general subject category for searching and for allocating reviewers; a minimum of one and a maximum of five categories must be chosen.
- The paper, divided into sections (Introduction, Methods, etc.)*
- Take Home Message* (5 bullet points, maximum of 100 words).
- Notes on contributors.*
- Acknowledgements.
- Bibliography / References.
- Number of words.* While no word limits are imposed, authors are reminded that concise writing is more readable and likely to attract positive reviews.
- Appendices as text (e.g. Questionnaires)
- Supplementary files (e.g. spreadsheets of data, but no videos).
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- Declarations*
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  - Funding Details
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  - That this paper is not under consideration by other journals
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  - Third-party image permissions, if needed.
  - Conflicts of Interest
  - General Terms and Conditions have been read.

Research articles must have the following structure: Introduction, Methods, Results, Discussion and Conclusion (Frequently known as IMRAD). For all other article types, the author may choose whichever headings deemed suitable.

A nice feature of the system is that it is specifically designed to work with single-spaced text, so do not convert your manuscript to double-spacing. Leave it at Times New Roman, size 12, and single-spaced.
9. Reviewers
Authors are encouraged to nominate reviewers for their paper. These may or may not be members of AMEE MedEdPublish Panel of Reviewers. Nominees should not be close colleagues or from the same organisational unit as the authors. Note that AMEE MedEdPublish is under no obligation to invite a nominated reviewer, and may invite reviewers in addition to Review Panel members and others with relevant expertise.

Note: Your paper will still be published openly as it has always been, and will still be open to any person to review – the difference is that, by nominating reviewers, you increase the likelihood of receiving reviews. Reviews by nominated reviewers will also contribute towards the classification of your paper as Recommended.

Articles that have reached Recommended status will be deemed to have met suitable academic standards for indexing, and will be submitted to indexing systems for indexing.

10. Plagiarism
Please note that all papers submitted to AMEE MedEdPublish will be checked for plagiarism before publication. Where plagiarism is suspected, authors may request access to similarity software reports and other evidence gathered by the editorial team.

11. Language
All articles must be submitted in English. The authors are responsible for obtaining English language editing to ensure readability. Please note that articles deemed to be unintelligible may be rejected during the initial checking stage before publication.

If authors use quotations from texts written in languages other than English, then the original quotation should be given, followed (in square brackets) by a reasonable English translation. In the list of references, it is permissible to list article/book/journal titles in their original language (although it is recommended that authors also supply a reasonable translation of the title).

12. Referencing Styles
AMEE MedEdPublish uses a referencing style based on the Harvard Cite them Right 9th Edition. This is an author-date style. In the References section, the DOIs are also cited, if available. Note that this style requires all authors to be inserted in the bibliography, but, if a reference has more than four authors, then AMEE MedEdPublish allows you to cite only the first four authors, followed by “et al.”

If you are using a Reference Manager, then download and install the appropriate AMEE MedEdPublish style:
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- EndNote: found here
If you have no reference manger, then you can use free online reference generators, such as:
Citation Machine at: http://www.citationmachine.net/harvard-cite-them-right
If the online referencing style does not automatically insert the doi, then you will need to insert that manually.
• RefWorks: Unfortunately, RefWorks issues licences to institutions only, and no longer to individuals. As we do not have an institutional licence, we cannot legally access RefWorks’ proprietary style to create a style file for RefWorks.

For details of how to install the style files, or if you wish to perform all your referencing manually, please see this document giving installation instructions and a few examples [AMEPStyleExamplesForAuthors.pdf].

13. Tables & Figures
Tables and Figures must be numbered separately (e.g. Table 1, Table 2, Figure 1, Figure 2) and captioned with a descriptive caption above the table or figures. All tables and figures must be referred to in the text.

• Tables are to be inserted directly into the text where you would like them to be. Tables must not be inserted as images, and must be a simple copy-and-paste from MS-Word. If you have very complex tables, or if they have to be landscape-oriented, they might not format correctly, but you should not be overly concerned about this. Because you will also be uploading your complete Word document, our staff will be able to make appropriate changes to the final document so that it correctly resembles your manuscript.
• Figures (Charts, diagrams, photographs, etc.) are also to be inserted directly into the text, although do not use simple copy-and-paste. If you copy-and-paste an image, it may look correct on your screen, but it will not be carried through to the final submitted manuscript, and publication of your paper will be delayed. To insert a figure, use the Image icon at the top of the text box.

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• Figures must be in .jpg or .png formats.
• Figures should be as clear as possible. If figures are not clear, they may cause your paper to be rejected by the indexing systems.
• Each individual Figure should not be larger than 5 Mb.
• If figures are wider than 500 pixels, they may overflow in your preview screen, but this is only because the preview screen is limited by screen dimensions.
• It is important for you to correctly set and shape your images before uploading. The submission form should not be used as an image editor.

14. Abbreviations
When used for the first time, all word abbreviations and acronyms should be expanded with the abbreviation indicated in brackets (e.g. Problem-Based Learning (PBL)). Thereafter, the abbreviation can be used. Abbreviations of standard units of measurement may be used without writing them out. Metric measurements should be used.
15. Very Long Papers
If you have very long papers with many extras, such as curricula or teaching schemes, then please consider including these as appendices so that the actual paper is shorter and easier to read.

16. Questionnaires and Data Sets
Authors are encouraged to publish their questionnaires as appendices. In some cases, anonymised data sets may also be published. If authors wish to do this, they need to clarify under which circumstances their questionnaires, datasets, etc. may be used by other researchers.

17. Themed Papers
If your paper is being submitted for a Themed issue, please check the dates of submission against the dates of the themed issue. Submissions to themed issues may be made:

- One month before the theme opens. Submissions made before the theme opens will be held until the theme opens, and will then be published when the theme opens.
- Up to FOUR WEEKS before the theme closes. Papers submitted later than that date may still be accepted, but may not be published as part of that theme.

MedEdPublish will provide a set of dates for submission, closure, etc.

18. Pre-prints
AMEE MedEdPublish is published online only. No pre-prints or galley proofs are provided, and the responsibility is on the corresponding author to ensure that all information is correct.

In addition to some automatic field-checking performed by the AMEE MedEdPublish system, you will:

- be presented with a checklist of fields to check that all information has been entered, and
- be able to Preview (and revise) the paper.

You then submit the paper.

19. Fees and Fee structures
AMEE MedEdPublish has attempted to keep fees as low as possible. Although the fee structure may change in the future, the following is the fee structure until further notice:

Submitting papers to AMEE MedEdPublish is free to AMEE Individual or Student members. A small administrative charge of £90 per paper is charged to non-members. An annual AMEE Individual membership can be purchased for £99 and an AMEE Individual Student membership can be purchased for £45. To purchase an AMEE Individual or Student membership, please see this page: https://amee.org/membership

NOTE: If a manuscript is rejected, these administrative fees will not be refunded.

20. Publication, Reviewing and Responding to Reviews
After submission, the paper will be evaluated by the AMEE MedEdPublish editing team, including the Editor, Associate Editors or Theme Editors. This is done to ascertain that the paper:

- is in readable and intelligible English;
- is within the scope of the journal. That is, the papers concern health professions’ education;
• is in a format (e.g. research paper, case study etc.) acceptable to the journal, and
• includes an appropriate ethics statements for all reports of research or evaluation of educational interventions, and any other papers (such as case studies) where students or patients or other subjects may be involved.

If additional information is necessary from the corresponding author, this may delay publication. Possible reviewers from the Review Panel will be allocated. During this time, AMEE MedEdPublish procedures will conform to all aspects of confidentiality as outlined in ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, Updated December 2017, available at: http://www.icmje.org/icmje-recommendations.pdf

If basic minimum requirements have been met, the paper is then published as a permanent publication, is allocated and registered with a unique DOI, is visible to the world, and cannot be edited or retracted by the authors.

Following publication, the reviewers post their reviews and give their star ratings. These reviews are visible on the same page as your paper.

As author, you have the opportunity to respond to reviewers’ comments, especially if you need to clarify issues. In fact, AMEE MedEdPublish encourages you strongly to continue the conversation with your reviewers. This will improve the overall quality of the paper, and will allow readers to have the benefit of extra remarks and comments that you wish to make.

Please bear in mind that your comments will be visible and will be part of a permanent record associated with the paper. As a result, especially if the reviewers have commented negatively on your paper, you should take your time in formulating a reply. Please use the reviewers’ comments as formative feedback for improving your paper. (See next paragraphs)

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After you have read (and responded to) the reviews, you may submit a revised version of the paper, taking into account these reviewers’ comments and star ratings. Please note that you have a maximum of SIX MONTHS after publication of the first version to submit a revised version free of charge. If you submit after the six-month deadline, you will be charged full submission fee for a new paper.

Also, please note the following:

• The initial paper will have been published with its own unique DOI.
• The revised paper is published with a new unique DOI, but readers will have access to the original paper and all reviews and comments that are posted for the original paper.
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• The title of the revised paper should remain the same as for the original paper, except where suggested specifically by reviewers.
• The number, order and names of authors should remain the same as in the original except where changes are made to address specific reviewers’ comments.
• The word count should remain the same (+/-10%) except where reviewers’ comments specifically suggest expansion of a section of the original paper.
• The citation list should remain the same (+/- 10%) except where the reviewers’ comments specifically suggest stronger links to the literature.
• Revisions should not address solely grammatical and spelling errors, although these may be addressed if the revision addresses substantive issues raised by reviewers.
• All revisions will go through a further review process, including reviewers of the original paper, and will receive published reviews and star ratings that are independent of those of the original paper. It is possible that a revision will receive negative reviews and a lower star rating than the original version.

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• Other ancillary fields, such as Abstract, Take Home Message, Notes on contributors, Bibliography/references, and Appendices.

Main body fields, the new MS-Word document and supplementary files will not be copied over, and will have to be re-entered by the author.

Authors will also have to complete a text box labelled Amendments from Version 1. As it implies, this information is a summary of the differences between Version 1 and Version 2 (the revised version) of the paper. Please note that this information will be attached to the revised version of the paper, so that readers will be able to pick up differences at a glance. This will also help reviewers of the new version to look for the changes that were recommended, and so more quickly and easily perform their reviews.

22. Note if the original version of your paper was in the old MedEdPublish Format
(NOTE: This is relevant only if Version 1 of your paper was in the old MedEdPublish format.)

Please ensure you follow the guidelines in the section above. In particular, you will need to ensure that:

• Your original Word doc is single-spaced for the most successful copy-and-pasting.
• Tables are copied-and-pasted from Word, rather than submitted as images.
• References are in the new style.
• The new declarations are completed.

23. Advertising the paper
Authors are requested not to advertise the submission of their manuscripts until the paper has been published. This is to avoid inappropriate anticipation and queries to you and the AMEE MedEdPublish office.

After publication, AMEE MedEdPublish advertises the paper in the following ways:
• An email is auto-generated and sent to AMEE MedEdPublish registered users who have indicated an interest in a matching category.
• A Tweet is sent on Twitter. If any of the authors have submitted a Twitter handle, those handles may also be included in the advertising tweets.
• At the end of each week, an email is sent to all AMEE MedEdPublish Panel Members listing all papers that have been published in AMEE MedEdPublish during that week.
• Papers are also listed on the AMEE MedEdPublish Facebook page.
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• Plagiarism;
• Unethical practices, including defamatory material and listing authors without their knowledge or consent;
• Any type of data fabrication or misrepresentation;
• Duplicate submission of article to MedEdPublish;
• Identification of a very similar paper in another journal, and
• Requests by authors, but only if authors have identified serious errors that compromise the integrity of the paper.

Please note the retraction process of AMEE MedEdPublish conforms to the COPE Retraction Guidelines, available at: https://publicationethics.org/files/retraction%20guidelines_0.pdf

25. Articles not receiving peer-reviews
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An exception to this is if papers have received fewer than two Panel member reviews after six months after publication. Although AMEE MedEdPublish will do everything reasonable to ensure that the paper receives at least two reviews by Panel members, this cannot be guaranteed. As a result, if, after six months, a paper has received fewer than two Panel member reviews, the authors may consider the paper submission as a pre-print. While the paper cannot be taken down, and will retain its permanent DOI, authors are free to submit such a paper to any other journal (although they would need to be aware of that journal’s publication restrictions).

26. Retention of all original submissions
If the paper is accepted, all original material submitted by the author will be retained by AMEE MedEdPublish for up to 3 years.

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Authors have permission to deposit final versions of their papers in any institutional or other repositories, as long as all the original publication details and DOI of the paper are retained. DOIs are permanently stored with CrossRef.