

Author Guidelines

1. SUBJECTS AND REQUIREMENT

The *Urban Medicine* reviews and publishes original work that pursues the advancement and improvement of patient safety and quality improvement. All manuscripts submitted to *Urban Medicine* must not have a prior history of publication in any part or form and must only be published to *Urban Medicine*. The manuscript's eligibility for publication will be decided based on the originality of the work, appropriateness in methodology, the validity of the data, the strength of the conclusion, and its relevance to patient safety and quality improvement. Authors of original research articles should include information regarding their Institutional Review Board (IRB) Approval of IRB exemption.

2. SUBMISSION TYPE

Urban Medicine accepts the following formats: Original research Article, Review Article, Specialist Perspective, and Letter to the Editor.

Original Research Article – The work in this manuscript identifies, describes, and assesses an intervention that improves a process or system of patient safety and quality improvement. An experimental set-up should be thoughtfully constructed to allow the appropriate collection and analysis of data. The intervention should seek to produce a measureable and statistical difference in endpoints reflecting safety or quality improvement. Evaluations that measure changes in a learner's knowledge, attitude, or behavior following an intervention can be useful in these studies. Criteria that cannot be met should be addressed in the limitations section. Word count is approximately 4,000 (including abstract [300 words], figures [count as 250 words each, 5-6 figures are typical], and references).

- Abstract: structured under headings (Background, Methods, Results, Limitations and Conclusions. Length should be 300 words or less).
- Main text: Length: 4,000 word maximum (Introduction, Methods, Results, Limitation, Discussion) References: 50 or fewer
- Figures/Tables: The number combined should not be greater than 6 (excluding supplemental material). Tables and figures should not simply repeat information in the text.

Review Article – The paper compiles data and information from various related articles of a specific topic and analyzes the current state of research and potential future directions. The

submission has a summary that draws together past papers to identify and describe gaps within the field while highlighting any leading ideas. The consolidated information is examined and helps give direction through new testable hypotheses. Word count is approximately maximum 5,000 words (including abstract [300 words], figures [250 words each], and references). Reviews of important and timely subjects can be invited through the Editorial Board or submitted after a brief introduction to the Editor-in-Chief.

- Abstract: 300 word maximum; Unstructured
- References: 100 or fewer
- Figures/Tables: Illustrations and tables should be used only to provide summaries or a synthesis of ideas or data not included in the text.

Specialist Perspective – Professional opinions are important platforms to open discussions and exchange ideas on current research topics. Qualified and notable professionals share their perspective on their field of expertise based on their interpretations of the facts and unique experiences as an investigator. Although these submissions do not require data, figures, or original research, they play an essential role in educating and creating conversations in the fields of patient safety and quality improvement. Word count is approximately 1500-3000 (including unstructured abstract [300 words], figures [250 words each], and references).

Letter to the Editor – We encourage letters from our readers regarding published material on *Urban Medicine*. Any notable concerns or issues brought to our attention are examined and reviewed by our editors and forwarded to the original authors for a response. In some cases an independent reviewer may be asked to assess the comments. Word count is approximately 800 (no abstract is needed) with up to 15 references and 2 figures or 2 tables.

3. DISCLOSURE STATEMENT

At the end of the manuscript, under the title "Conflict of Interest Statement," all authors must disclose any affiliations with organizations that create a conflict of interest. Any relationships between the authors and any organization that creates an influential or financial incentive for either party must be disclosed prior to submission. This requirement will apply to every sort of article submitted to the *Urban Medicine*, including original research article, review article, specialist perspectives and letter to the editor.

4. COPYRIGHT

Urban Medicine will have exclusive copyrights of all the materials accepted for publication. The right to reproduce material in all forms and media will be transferred solely to *Urban Medicine* by the submitting authors. The reproduction or re-publication of any material published in *Urban Medicine* requires a written permission from the publisher and the author. The copyright transfer should be submitted at the time of acceptance for publication by all the authors.

5. THE ORDER OF THE MANUSCRIPT

1. Cover letter

- Be addressed to the Editor-in Chief (Dr. Samrina Kahlon)
- state which type of manuscript, ex) Original Research Article, Review Article, Specialist Perspective or Letter to Editor
- include the title of the manuscript and all the author's names
- state that all authors have contributed to the manuscript in certain ways, have reviewed and agreed with the submission
- Provide a summary of the content and why it is significant and appropriate for *Urban Medicine*

2. Title page

- The complete title
- All the authors' names
- The complete affiliations of all the authors
- A short running title (less than 7 words)
- The name, address, phone number, fax number and email address of the corresponding author
- Three to six key words according to MESH

3. Abstract

- Refer the guideline of each submission type

4. Main text

- Refer the guideline of each submission type

5. References

- In the text, graph or figure, cite references as numerals in brackets, ex) [1], [3-6], [12,13]
- Include all the author names
- Include the complete title of the article and page numbers
- Abbreviate journal names according to the National Library of Medicine: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

Ex: journal

1. Wiig S, Aase K, von Plessen C, Burnett S, Nunes F, Weggelaar AM, Anderson-Gare B, Calltorp J, Fulop N. Talking about quality: exploring how 'quality' is conceptualized in European hospitals and healthcare systems. *BMC health services research* 2014;14(1):478.
2. Bennett J, Cervantes C, Pacheco S. Point-of-care testing: inspection preparedness. *Perfusion* 2000;15(2):137-142.
3. Strayer RJ, Shy BD, Shearer PL. A Novel Program to Improve Patient Safety by Integrating Peer Review into the Emergency Medicine Residency Curriculum. *The Journal of emergency medicine* 2014.

Ex: Books

Pritchard JA, MacDonald PC, Grant NF. *Williams obstetrics*, 17th edition. Norwalk, CT: Appleton-Century-Crofts, 1985:457.

6. TABLES

- Number tables with Roman numerals
- Above the table, the table number, followed by a period, and title should be placed
- Abbreviations should be clarified in footnotes beneath the table

7. FIGURES

- Figures should be numbered using Arabic numerals, ex) Figure 1, Figure 2
- Cited in the manuscript, ex)(Figure 1), (Figure 2A, and B)
- *Urban Medicine* requires a minimum resolution of 300 dpi for all figures
- Arrows could be included in the figure, if needed

8. SUPPLEMENTAL MATERIALS

- If the authors think that they need supplementary materials so that they clarify some points, they could be added at the end of the manuscript.
- Supplementary materials should be submitted in their final formats
- Supplementary materials could be cited within the text ex) Supplementary Table I, Supplementary Figure 1

9. PEER REVIEW PROCESS AND DECISION OF ACCEPTANCE

Three reviewers will review the paper and at least two reviewers should agree with acceptance to be published.

10. COPYRIGHT TRANSFER AGREEMENT

Once publication is decided, all the authors should review the copyright transfer agreement and sign on it. The signed copyright transfer agreement must be sent to the editorial office by fax or Email.