

## Submission Guidelines

The NZMSJ follows The International Committee of Medical Journal Editors (ICMJE) recommendations ([listed](#)). The official and most recent version can be found at [www.icjme.org](http://www.icjme.org).

Please read the guidelines thoroughly before submission. For submission related enquires, please contact: [chief\\_editor@nzmsj.com](mailto:chief_editor@nzmsj.com)

[NZMSJ Privacy Policy](#)

### Types of Submissions

- Original research articles (<3000 words)
- Academic review articles (<3000 words)
- Feature articles (<3000 words)
- View Point (<1500 words)
- Case reports (<1500 words)
- Book reviews (<700 words)
- Letters (<500 words)
- New Zealand Medical Student Association (NZMSA) Creative Writing (including poems, songs, short stories or anything similar)

The word count stated above for each type of submission must be strictly followed. The abstract (250 words maximum) and references are not included in the total count.

### Criteria for Acceptance

- Submission is of interest to medical students
- NZMSJ Ethical Considerations are respected (below)
- If research/academic submission: NZMSJ Reporting guidelines are followed (below)
- Follows the mandatory format requirements
- All Author identifiers (including name) have been anonymised/removed from the submitted manuscript
- Spelling, grammar, and clarity is to an acceptable standard
- Written approval from research supervisors is required for original research articles
- Written consent from patients is required for case reports
- Submission checklist: Anonymised Manuscript + [Manuscript Cover Sheet](#) + [Title Page](#). Cover sheet and Title page must be uploaded at time of submission as a SUPPORTING FILE on Scholastica.

### NZMSJ Reporting guidelines

The [EQUATOR Network](#) outlines the reporting guidelines for various study designs. The NZMSJ kindly asks authors to follow the respective reporting guideline.

### General Format

- Abstracts should be included for original research articles.
- Figures, legends, and tables should be included within the manuscript.
- Images and photographs must be submitted as separate supporting files (high resolution files in JPEG, JPG, or PNG format).
- Keep formatting simple to bold, italics and bullet points only.
- Manuscripts should be submitted as **anonymised** Microsoft Word documents (.doc or .docx).
- State the Conflict of Interests and Funding disclosures at the end of your manuscript.

### Style

- The British Medical Journal House Style ([link](#)) is to be followed.
- Referencing should be consistent with the Vancouver referencing style, with reference numbers included within the text using superscript formatting.

- Please do not use brackets around the numbers.

## NZMSJ Ethical Considerations

*Authorship:* The NZMSJ adheres to the definition of authorship as per the ICMJE. Please ensure that all individuals who have made substantial contributions to the work, as per the following criteria, are listed as authors. Contributors who do not qualify as authors may be listed under “Acknowledgements”.

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
2. Drafting the work or revising it critically for important intellectual content
3. Final approval of the version to be published
4. Agreement to be responsible and 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.

*Conflicts of Interest:* A conflict of interest exists when professional judgement concerning a primary interest may be influenced by a secondary interest. Identifiable conflicts of interest include, but not limited to the following: financial relationships, personal relationships or rivalries, academic competition, and intellectual beliefs. Please ensure the following three items from all authors are declared in the [NZMSJ manuscript cover sheet](#) and manuscript submission.

1. Authors’ conflicts of interest
2. Sources of support for the work (includes summer studentship funding)
3. Access to study data, with an explanation of the nature and extent of access

*Copyright:* The NZMSJ does not consider articles which are simultaneously in submission with other journals, or have been published in full elsewhere. The journal will consider manuscripts which have been rejected by other journals, or have previously been published as provisional abstracts. Please note that publication of an article in the NZMSJ will likely preclude the work from also be published in other peer-reviewed journals. *Ethical Approval:* If ethics committee approval has been obtained, please ensure that this is acknowledged in the [NZMSJ manuscript cover sheet](#) and manuscript, with the name of the committee clearly stated.

*Patient Consent:* If you are submitting a case report, please ensure that individual patient consent has been obtained prior to submission, and documented in the [Manuscript Cover Sheet](#). Where patient consent has been obtained, this should be indicated in the manuscript. Patient anonymity must be maintained at all times, regardless of the type of submission.

## How to submit my manuscript

After you have thoroughly read the NZMSJ Submission Guidelines and fulfilled the Criteria for Acceptance please follow the below.

### Submission Checklist

- Anonymised Manuscript
- Manuscript cover sheet ([Download online](#))
- Title Page ([Download online](#))

Note: Cover sheet and title page must be uploaded at time of submission as a **SUPPORTING FILE** on Scholastica.

### Submission

*ALL MANUSCRIPTS:* Submit online via [Scholastica \(SUBMIT\)](#).

*NZMSA CREATIVE WRITING:* Submit directly to [reviews\\_editor@nzmsj.com](mailto:reviews_editor@nzmsj.com) with the subject heading "NZMSA Creative Writing"

NZMSJ Editorial Board

New Zealand Medical Student Journal

c/- Medical Education Group, Dunedin School of Medicine, PO Box 56, Dunedin 9054, New Zealand

E: [chief\\_editor@nzmsj.com](mailto:chief_editor@nzmsj.com) | W: [www.nzmsj.com](http://www.nzmsj.com)

[Twitter](#) | [Facebook](#) | [LinkedIn](#)