

Submission Guidelines

These submission guidelines are for submissions intended for both NZMSJ's biannual issues and the NZMSJ Blog.

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

Please read the guidelines thoroughly before submission. For submission-related enquiries, please contact: chief_editor@nzmsj.com

[NZMSJ Privacy Policy](#)

Types of Submissions

NZMSJ Journal:

Original research articles (<3000 words)

Academic review articles (<3000 words)

Case reports (<1500 words)

Academic viewpoint (<1500 words)*

Feature articles (<3000 words)*

Letters (<500 words)*

*Feature articles must be related to the issue theme. The issue theme will be published on the [NZMSJ Facebook page](#) approximately two months prior to the issue deadline. Letters must be written in response to a previously published NZMSJ article. Publication of accepted academic viewpoints, feature articles and letters in each issue will be limited and publication of these article types will occur at the Editor's discretion. If articles are unable to be published in the upcoming issue, authors can choose to have their accepted articles transferred for publication in the blog, or to be considered for publication in the subsequent issue.

NZMSJ Blog:

Original blog article (<3000 words)

Media reviews (<700 words)

New Zealand Medical Student Association (NZMSA) Creative Writing (including poems, songs, short stories or anything similar)

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

Criteria for Acceptance

- Submissions that are of interest to medical students
- NZMSJ Ethical Considerations are respected (below)

New Zealand Medical Student Journal (NZMSJ)

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

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- 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](#) + Cover Letter.
- The cover letter is optional but recommended. See [here](#) for tips on how to write this.
- The [cover sheet](#) and cover letter (if completed) 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 pertaining to their study.

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. If there are no Conflicts of Interest or Funding received, this must also be stated clearly.

Style

- The [British Medical Journal House Style](#) 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 should be recognised in the “Acknowledgements” section.

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

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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 are 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 will not consider for publication articles which are simultaneously in submission with other journals, or have been published in full elsewhere. The journal will however 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 being published in other peer-reviewed journals. If approval from an appropriate ethics committee has been obtained, please ensure that this is acknowledged in [the NZMSJ manuscript cover sheet](#) and the manuscript itself, with the name of the committee and approval number clearly stated.

Patient Consent: If you are submitting a case report, please ensure that individual patient consent has been obtained prior to submission, and that this is clearly 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 instructions.

Submission Checklist

- Anonymised manuscript
- Manuscript Cover Sheet ([Download online](#))
- Manuscript Cover Letter (optional but highly recommended)

Note: The [cover sheet](#) and cover letter must be uploaded at time of submission as a **SUPPORTING FILE** on Scholastica.

Submission

ALL MANUSCRIPTS (NZMSJ ISSUES AND BLOG): Submit online via Scholastica ([SUBMIT](#)).

NZMSA/NZMSJ CREATIVE ARTS COMPETITION: Submit directly to reviews_editor@nzmsj.com with the subject heading "NZMSA/NZMSJ Creative Arts"

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