Instructions for Authors

About Translation: The University of Toledo Journal of Medical Sciences

Translation: The University of Toledo Journal of Medical Sciences is an online journal published by the University of Toledo. The journal publishes original scientific work in the basic and clinical sciences, including:

- Original Research Articles
- Case Reports
- Review Articles

Manuscripts are considered for publication only if they report original work that has not been previously published and is not under consideration by another journal. The journal uses a single-blind peer-review process in which each manuscript is evaluated by two student reviewers and one faculty reviewer. This process offers medical students, graduate students, residents, fellows, and faculty opportunities to participate in scholarly publishing and disseminate research findings.

Originality and Plagiarism Screening

Authors are responsible for ensuring that their submissions are original. All manuscripts are screened for previously published or duplicated material. Screening may include the manuscript text, figures, images, tables, and other submitted materials.

Manuscript Submission

Required Submission Files

Prepare the following files before beginning the online submission process. Upload each required file in the appropriate submission category.

1. **Title Page**

   Upload the Title Page as a separate file. It must include:

   - The full manuscript title
   - The full names of all authors
   - Each author's institutional affiliation

- The corresponding author's full name, institutional affiliation, mailing address, email address, and telephone number

2. **Main Manuscript**

   Upload the main manuscript as an editable Microsoft Word document (.doc or .docx). It must:

   - Begin with the full manuscript title, without author names, affiliations, or other identifying author information
   - Include an abstract of 150–300 words, followed immediately by no more than five keywords
   - Include the keywords in the main manuscript Word file, even if they are also entered in the online submission system
   - Separate keywords with commas
   - Use double spacing, 1-inch margins, and numbered pages
   - Follow the required structure for its article type (Original Research Article, Case Report, or Review Article)
   - Include citations and references in the *Translation Numbered Citation Style*
   - Include figure call-outs and legends at the intended figure locations, without embedding the figure images themselves
   - Include editable tables at the end of the manuscript, after the references
   - Include an AI Use Disclosure statement before the References section if generative AI was used for manuscript preparation

   Important: Do not include the Title Page in the main manuscript. Upload it separately.

3. **Figures**

   Upload each figure as a separate, high-quality PNG file. Each figure must:

   - Contain the figure only, without a title, caption, or legend within the image
   - Have a resolution of at least 600 dpi
   - Use Calibri, 10-point font for text within the figure
   - Have clear, readable labels, symbols, and other text

   Do not embed figure images in the main manuscript. Include each figure's call-out and legend in the manuscript at the intended location.

4. **Cover Letter**

   A cover letter must accompany every manuscript submission. It must include:

   - The manuscript title and article type (Original Research Article, Case Report, or Review Article)
   - A brief statement of the work's purpose, significance, and originality

    - Confirmation that the manuscript has not been published and is not under consideration by another journal
    - Suggested outside reviewers, when applicable, and any potential conflicts of interest involving suggested reviewers
    - The IRB or IACUC approval number, or an exemption statement or letter, when applicable
    - Written permission for any reproduced or previously published tables, figures, images, or other copyrighted material, when applicable
    - Disclosure of material that could be considered duplicative of previously published work
    - Disclosure of all generative AI use in manuscript preparation, including the name of the tool (and version, if known), the purpose of use, the sections affected, and confirmation that the authors reviewed the edits and take responsibility for the final manuscript. Also include the corresponding AI Use Disclosure in the main manuscript, before References.
5. **Additional Documentation (When Applicable)**

   Upload any applicable supporting materials, including:

    - Institutional Review Board (IRB) approval documentation
    - Institutional Animal Care and Use Committee (IACUC) approval documentation
    - IRB or IACUC exemption documentation
    - Written permission to reproduce previously published or copyrighted material
    - Other documentation requested by the editorial team

First-time users must register as authors before submitting. All submissions must be made through the Translation journal website.

Publication Fees

Translation: The University of Toledo Journal of Medical Sciences does not currently charge authors submission fees or article processing charges (APCs).

Manuscript Preparation

General Formatting

All manuscripts must meet the following general requirements:

- Submit an editable Microsoft Word document (.doc or .docx).
- Use double spacing throughout the manuscript and 1-inch margins on all sides.
- Number all pages.

- Begin the main manuscript with the full paper title; do not include author names, affiliations, or other identifying author information.
- Submit complete author information on a separate Title Page.
- Place no more than five keywords immediately after the abstract in the main manuscript Word file, and separate the keywords with commas.
- Spell out abbreviations at first use, followed by the abbreviation in parentheses; use abbreviations consistently thereafter.
- Use generic drug names whenever possible. Capitalize trade names when used.
- Follow the *Translation Numbered Citation Style* for all in-text citations and references.
- If generative AI was used in manuscript preparation, include an AI Use Disclosure statement in the main manuscript before the References section; also disclose this use in the cover letter.

Manuscript order: Title, Abstract, Keywords, Main Text, References, Editable Tables. Figure legends must appear at the intended figure locations within the main manuscript; figure images are uploaded separately. When applicable, the AI Use Disclosure must appear before References.

Authorship

All listed authors must have made meaningful contributions to the design, execution, analysis, interpretation, or preparation of the work. All authors must:

- Review and approve the final manuscript.
- Agree to be accountable for the work's accuracy and integrity.
- Be prepared to take public responsibility for the manuscript's content.

Individuals who contributed but do not meet the criteria for authorship should be recognized in the Acknowledgments section. Obtain their permission before including their names.

Use of Generative AI in Manuscript Preparation

Translation: The University of Toledo Journal of Medical Sciences permits responsible use of generative artificial intelligence (AI) tools as an editing aid for text originally written by the authors. Permitted assistance includes improving grammar, clarity, readability, transitions, sentence structure, and the overall flow of author-written text, provided that the scientific meaning is preserved.

Original Authorship and Intellectual Contribution. The authors must develop and write the substantive manuscript content, including its scientific ideas, hypotheses, arguments, analyses, interpretations, and conclusions. Generative AI must not replace the authors' own scientific reasoning or be used to draft new substantive manuscript sections or passages in place of author-written text. AI tools must not be listed as authors or cited as the primary source of scientific evidence.

Accuracy and Research Integrity. Authors must carefully review and verify all AI-assisted edits to ensure that they are scientifically accurate, preserve the intended meaning, and do not introduce unsupported claims, misleading information, plagiarism, or incorrect or fabricated references. AI must not be used to fabricate or misrepresent research data, results, or clinical information. Authors are fully responsible for the originality, accuracy, integrity, and final wording of the submitted manuscript.

Any use of generative AI to edit or revise manuscript text, including for language polishing or smoother flow, must be disclosed both in the cover letter and in an "AI Use Disclosure" statement in the main manuscript, placed before the References section. The disclosure must identify the tool used (and version, if known), its purpose, and the manuscript sections affected, and confirm that the authors reviewed the edits and accept responsibility for the final text.

AI assistance used during revisions must also be disclosed in the revised submission. If no generative AI was used, an AI Use Disclosure statement is not required. Routine use of standard, non-generative spelling and grammar checkers does not require disclosure.

AI as Part of the Research. If AI is used as part of the scientific methods rather than solely to edit manuscript language, authors must describe the tool, its role, and relevant validation procedures in the Methods section so the work can be evaluated appropriately.

AI-generated or AI-altered images, figures, or clinical material must not be presented as unmodified original research evidence. Any use of AI to generate or modify visual material must be disclosed in the cover letter and in the relevant figure legend or Methods section, identifying the tool used and describing how the material was generated or modified.

Confidentiality and Privacy. Authors must not enter identifiable patient information, confidential research data, or other material they are not authorized to share into external AI systems. Authors are responsible for ensuring that their use of AI complies with applicable privacy, research ethics, and institutional requirements.

Example AI Use Disclosure:

> "During preparation of this manuscript, the authors used [AI tool name and version, if known] solely to improve the clarity, grammar, and flow of author-written text in [sections]. All scientific ideas, substantive writing, analyses, interpretations, and conclusions were developed by the authors. The authors reviewed and verified all AI-assisted edits and take full responsibility for the final manuscript."

Undisclosed or inappropriate AI use may result in a request for clarification or correction and will be addressed under the journal's editorial and research-integrity procedures.

Article Types

For all article types, the main manuscript must begin with the full title, followed by the abstract and then the keywords. Author names and affiliations belong only on the separately uploaded Title Page.

Original Research Articles

Original Research Articles report original experimental, observational, clinical, or other scientific research.

Title

Begin with the full manuscript title. Do not include author names or affiliations.

Abstract

Provide a single-paragraph, double-spaced abstract of 150–300 words that addresses the following elements:

- Purpose or research question
- Methods used
- Major results
- Main conclusion

Do not include references in the abstract.

Keywords

Immediately after the abstract in the main manuscript Word file, include no more than five keywords that accurately describe the work. Separate the keyword terms with commas. Entering keywords in the online submission form does not replace this requirement.

Introduction

Provide enough background for readers to understand the research question and its significance. The Introduction should:

- Establish the relevant scientific or clinical background.
- Identify the knowledge gap or problem being addressed.
- Explain the purpose of the study.
- State the research question, hypothesis, or objective, when appropriate.

The Introduction should ideally be 3–5 paragraphs.

Materials and Methods

Provide sufficient detail for readers to understand and, when appropriate, reproduce the study. Include the following as applicable:

- Study design and study population or experimental system
- Inclusion and exclusion criteria
- Sample or data collection and experimental procedures
- Statistical methods and ethical approvals
- Biological materials, reagents, and chemicals
- Equipment and instruments
- Software and software versions
- Manufacturers, suppliers, and catalog or kit numbers
- Modifications to previously published protocols

For reagents and kits, provide the manufacturer or supplier and the catalog or kit number, when available. For instruments, provide the manufacturer and model; for software, provide the name and version. For bacterial strains, cell lines, tissues, animals, and other biological materials, describe their source, supplier or repository, collection, handling, and storage as applicable.

For human studies, describe the relevant study population while protecting participant privacy. Appropriate details may include the number of participants, age range, sex or gender when relevant, health status, and study setting.

Statistical Analysis

Clearly describe all statistical analyses. Report:

- The statistical test or method used
- The sample size (*n*) for each analysis
- The actual *P* value, when appropriate
- Relevant confidence intervals, effect sizes, test statistics, or measures of variability

When describing statistical results, use the term *statistically significant* only when the prespecified statistical threshold has been met. Results that are scientifically or clinically important but do not meet that threshold may still be discussed as such, without implying statistical significance. For guidance, see Still Not Significant — Matthew Hankins.

Results

Present findings clearly and logically. Report primary findings and relevant statistics, cite tables and figures as appropriate, and avoid unnecessary duplication of information already presented in them. Reserve most interpretation for the Discussion.

Discussion

Explain the meaning and importance of the findings. Consider addressing:

- Principal findings and their relationship to previous research
- Possible explanations for the findings
- Scientific or clinical implications
- Study strengths and limitations
- Future research directions

All conclusions must be supported by the presented data.

Conclusion

Provide a concise conclusion that directly addresses the study's main findings and significance.

Case Reports

Case Reports describe clinically relevant or educational cases that make a meaningful contribution to the medical literature.

Title

Begin with the full manuscript title. Do not include author names or affiliations.

Abstract

Provide a single-paragraph, double-spaced abstract of 150–300 words that addresses:

- The clinical problem
- Important features of the case
- Diagnostic evaluation and/or intervention
- The major clinical lesson or conclusion

Do not include references in the abstract.

Keywords

Immediately after the abstract in the main manuscript Word file, include no more than five keywords that accurately describe the work. Separate the keyword terms with commas. Entering keywords in the online submission form does not replace this requirement.

Introduction and Patient Information

Provide sufficient background to explain why the case is important. Include only clinically relevant information, such as age, sex or gender when relevant, medical history, clinical findings, diagnostic information, and treatment history.

Protect patient privacy. Do not include unnecessary identifying information.

Objectives for Case Reporting

Explain what the case demonstrates and why it is relevant to clinicians, researchers, or medical trainees.

Case Report

Describe the case chronologically or in a clinically logical order. When applicable, include:

- Presenting complaint and relevant history
- Physical examination findings
- Diagnostic evaluation and differential diagnosis
- Treatment or intervention
- Clinical course, follow-up, and outcome

Discussion

Explain what makes the case notable, how it compares with previous reports, relevant diagnostic or treatment considerations, clinical implications, and the limitations of the case report.

Conclusion

Provide a concise statement of the main clinical or educational lesson.

Review Articles

Review Articles offer a clear, balanced, and evidence-supported synthesis of existing literature on a scientific or clinical topic.

Title

Begin with the full manuscript title. Do not include author names or affiliations.

Abstract

Provide a single-paragraph, double-spaced abstract of 150–300 words that summarizes:

- The topic and rationale

- The purpose or objective of the review
- The major themes or findings
- The overall conclusion

Do not include references in the abstract.

Keywords

Immediately after the abstract in the main manuscript Word file, include no more than five keywords that accurately describe the work. Separate the keyword terms with commas. Entering keywords in the online submission form does not replace this requirement.

Main Text

Organize the review with clear headings and subheadings. Explain:

- The review's purpose and scope
- Major findings from the literature
- Areas of agreement and disagreement
- Important gaps in current knowledge
- Implications for future research or clinical practice

For systematic or scoping reviews, follow appropriate reporting guidelines for the study design.

Conclusion

Summarize the major conclusions and identify important implications or future directions.

References

All manuscripts must use the *Translation Numbered Citation Style*. Download the official EndNote style file (`Numbered_UTCOMLS_Translation-OTH.ens`).

EndNote Style Installation

1. Download the style file using the link above.
2. Open the downloaded `.ens` file in the EndNote desktop application.
3. In EndNote, select File > Save As. Remove the word "copy" from the suggested filename so that the style is saved as `Numbered_UTCOMLS_Translation-OTH`, and select Save.
4. Close the style window using File > Close Style.
5. In EndNote, select Tools > Output Styles > Open Style Manager, then check `Numbered_UTCOMLS_Translation-OTH`.

6. Select the style in EndNote or in the EndNote tab in Microsoft Word.

In-Text Citations

- Number references consecutively in the order in which they first appear in the manuscript.
- Use Arabic numerals in parentheses, for example (1), (2), or (1-3).
- Use the same reference number for subsequent citations to the same source.
- Use a numerical range for consecutive references when appropriate.

Reference List

- List references numerically in citation order, not alphabetically.
- Ensure that every in-text citation has a matching reference and every listed reference is cited in the text.
- Include DOIs when available and URLs for online sources when applicable.
- Verify the accuracy of author names, titles, journal names, publication details, and page ranges or article numbers.

Information Required by Source Type

Journal Articles

Provide the authors, article title, abbreviated journal title, publication year, volume, issue, page range or article number, and DOI when available.

Books

Provide the authors, book title, edition when applicable, place of publication, publisher, and publication year.

Book Chapters

Provide the chapter author(s), chapter title, editor(s), book title, publication information, and page range.

Online Sources

Provide the author or organization, title, publication information when available, URL, and access information when applicable.

Editors, Translators, and Translated Works

Identify editors, translators, and translated works according to their roles in the publication.

Reference Examples

Journal Articles

1. Zeng, Q., Z. Tang, X. Chen, L. Zhan, V. Balasubramanian, Z. Chen, M. Du, Q. Zhang, F. Lian, X. Zhang, Q. Liang, W. Zhao, X. Li, M. Zhang, Q. Li, S. Yang, J. Hu, Q. Cheng, and H. Shen, *Long-Term Mortality in Diabetic Foot Disease is Higher Than That of Overall Cancer: Results From Three International Cohorts.* Diabetes Metab Res Rev, 2026. **42**(6): p. e70221. https://doi.org/10.1002/dmrr.70221

2. Gadalla, G., W. Chai, L.K. Ellett, and J. Janetzki, *Temporal Changes in Dispensing of Methylphenidate During Attention Deficit Hyperactivity Disorder Shortages in Australia: An Interrupted Time Series and Descriptive Analysis of National Dispensing Patterns.* Pharmacoepidemiol Drug Saf, 2026. **35**(9): p. e70475. https://doi.org/10.1002/pds.70475

For books, book sections, web pages, and other source types, use the official EndNote style file linked above to generate the required formatting. Do not include EndNote template placeholders or field-code characters in the final reference list.

Personal Communications and Unpublished Data

Identify personal communications and unpublished data in parentheses within the manuscript text; these generally should not appear in the reference list.

Important: Manuscripts that do not conform to the *Translation Numbered Citation Style* may be returned for correction before further consideration.

Tables and Figures

Tables

Tables must be clear, accurate, and understandable without repeated reference to the main text.

- Number tables consecutively in the order they are first cited.
- Cite every table in the manuscript and include a call-out indicating its intended placement.
- Use editable tables rather than images of tables.
- Place tables at the end of the main manuscript, after the references; put each on a separate page when possible.
- Provide a descriptive title for each table.
- Define abbreviations and symbols in table footnotes.

Figures

- Number figures consecutively in the order they are first cited.
- Cite every figure in the manuscript and include a call-out at its intended location.
- Include the corresponding figure legend in the main manuscript at that location.
- Upload each figure as a separate PNG file with a resolution of at least 600 dpi; do not embed figure images in the main manuscript.
- Submit the figure image without its title, caption, or legend.
- Use Calibri, 10-point font for text within figures.
- Ensure that labels, symbols, and other text are legible.

Figure Legends

Each figure legend must:

- Explain the figure clearly enough to be understood without extensive reference to the main text.
- Define abbreviations and symbols.
- Explain statistical markers, when applicable.

Manuscript Processing

1. **Initial Editorial Review**

   The editorial team screens submissions for article type, journal scope, originality, formatting, ethical requirements, and completeness. Manuscripts that do not meet submission requirements may be returned for correction before peer review.

2. **Peer Review**

   Manuscripts selected for review undergo single-blind peer review by two student reviewers and one faculty reviewer. Authors may suggest appropriate outside reviewers and must disclose potential conflicts of interest involving those suggestions.

3. **Editorial Decision**

   After review, the editorial team evaluates the manuscript and reviewer feedback and communicates a decision. Possible decisions include **Accept**, **Request Revisions**, and **Decline**.

4. **Revision**

   When revisions are requested, authors must submit:

    - A revised manuscript
    - A detailed point-by-point response to all reviewer comments
    - A cover letter summarizing the major changes
5. **Copyediting**

   Accepted manuscripts are edited for clarity, grammar, formatting, and journal style. The corresponding author will have an opportunity to review the edited manuscript before publication or at the page-proof stage.

6. **Publication**

   After editorial and production work is complete, the article is published online. Authors retain copyright in accordance with the journal's applicable policies. Published article PDFs are freely available to authors and the public.

Response to Reviewers

Address every reviewer comment. For each comment:

- Quote or clearly identify the comment.
- Explain what was changed in the manuscript.
- Identify where the change appears, preferably by page, section, or line number.
- If a requested change was not made, explain the rationale respectfully and clearly.

Do not omit or ignore individual reviewer comments.

Additional Resources

Authors may consult *Authors' Submission Toolkit: A Practical Guide to Getting Your Research Published* (Current Med Res Opin. 2010;26(8):1967–1982) for general advice on editorial requirements, manuscript preparation, submission processes, publication ethics, peer review, and communication with editors.

For reference formatting, consult the official Translation Numbered Citation Style / EndNote style file.

Contact the Editorial Team

For questions about manuscript preparation, submission, figures, references, publication policies, or other editorial matters, contact Translation@utoledo.edu.

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