About Translation: The University of Toledo Journal of Medical Sciences

Translation: The University of Toledo Journal of Medical Sciences is an online journal launched 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 on the understanding that they report original work and are not currently published or 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 provides medical students, graduate students, residents, fellows, and faculty with an opportunity to participate in scholarly publishing and disseminate research findings.

Originality and Plagiarism Screening

Authors are expected to ensure that their work is original. Upon submission, all manuscripts are screened for previously published or duplicated material. This screening may include the manuscript text, figures, images, tables, and other submitted materials.

Manuscript Submission

Required Submission Files

Authors should prepare the following files before beginning the online submission process.

1. **Title Page**

Submit the Title Page as a separate file. The Title Page should include:

- Full manuscript title
- Full names of all authors
- Institutional affiliations for each author

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

2. **Main Manuscript**

Submit the main manuscript as an editable Microsoft Word document (.doc or .docx). The main manuscript should:

- Include the full paper title (do not include author names, affiliations, or other identifying author information)
- Be double-spaced
- Have 1-inch margins
- Have numbered pages
- Follow the appropriate article structure (Original Research Articles, Case Reports, Review Articles)
- include editable tables at the end of the manuscript
- Include figure legends in the manuscript
- Follow the Translation Numbered Citation Style
- Do not include the Title Page in the main manuscript file. The Title Page should be uploaded separately.

3. **Figures**

Submit each figure as a separate, high-quality PNG file. Figure files should:

- Contain the figure only (not include the figure title, caption, or legend)
- Be at least 600 dpi
- Use Calibri, 10-point font for all text within the figure
- Have clear and readable labels, symbols, and other text
- Be submitted separately from the manuscript (not embedded in the main manuscript file)

- Figure legends should be included in the main manuscript at the location where the authors intend the corresponding figure to appear.

4. **Cover Letter**

Submit a cover letter containing the information described in the Cover Letter section below.

5. **Additional Documentation**

Submit the following when applicable:

- IRB approval documentation
- IACUC approval documentation
- IRB/IACUC exemption documentation
- Permission to reproduce previously published material
- Other documentation requested by the editorial team

First time users must register as an author. Paper should be submitted as a Microsoft Word document through the current journal site: https://openjournals.utoledo.edu/index.php/translation

Article Processing Charge

Once an article is accepted for publication, the author(s) will be required to pay a $50 Article Processing Charge (APC).

The APC is charged only after acceptance.

If the author team has questions or concerns regarding the APC, please contact the editorial office at Translation@utoledo.edu.

Manuscript Preparation

General Formatting

All manuscripts should follow these general formatting requirements:

- Submit the main manuscript as an editable Microsoft Word document (.doc or .docx).
- Use double spacing throughout the manuscript.
- Use 1-inch margins on all sides.
- Number all pages.
- Include the paper title in the main manuscript.
- Do not include author names, affiliations, or other identifying author information in the main manuscript.
- Submit the Title Page separately with complete author information.
- Spell out abbreviations at first use and provide the abbreviation in parentheses. Use the abbreviation consistently thereafter.
- Use generic names for drugs whenever possible. Trade names should be capitalized when used.
- Follow the Translation Numbered Citation Style for all in-text citations and references.

Cover Letter

A cover letter must accompany each manuscript submission. The cover letter should include:

- The manuscript title
- The article type (Original Research Article, Case Report, or Review Article)
- A brief statement describing the purpose, significance, and originality of the work
- Confirmation that the manuscript is not published or under consideration by another journal
- Any potential conflicts of interest involving suggested reviewers
- Suggested appropriate outside reviewers, when applicable

- IRB or IACUC approval number, when applicable
- An IRB/IACUC exemption statement or letter, when applicable
- Written permission for any reprinted or previously published tables, figures, images, or other copyrighted material
- Identification of any material that could be considered duplicative of previously published work

Authorship

All individuals listed as 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 accuracy and integrity of the work.
- Be prepared to take public responsibility for the content of the manuscript.

Individuals who contributed to the work but do not meet the criteria for authorship should be recognized in the Acknowledgments section. Authors should obtain permission from individuals before acknowledging them in the manuscript.

Article Types

Original Research Articles

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

Title

The manuscript should begin with the full paper title.

Author names and affiliations should not appear in the main manuscript. They should be provided on the separately uploaded Title Page.

Keywords

Provide no more than 5 keywords that accurately describe the manuscript.

Abstract

Provide a structured, single-paragraph, double-spaced abstract of 150–300 words. The abstract should briefly describe:

- The purpose or research question
- The methods used
- The major results
- The main conclusion

Do not include references in the abstract.

Introduction

The Introduction should provide sufficient background for readers to understand the research question and significance of the study. 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

The Materials and Methods section should provide enough information for another researcher to understand and, when appropriate, reproduce the study. Include information about:

- Study design
- Study population or experimental system
- Inclusion and exclusion criteria, when applicable
- Sample or data collection

- Experimental procedures
- Statistical methods
- Ethical approvals
- Biological materials
- Reagents and chemicals
- Equipment and instruments
- Software and software versions
- Manufacturers and suppliers
- Modifications to previously published protocols

For reagents and kits, provide the manufacturer/supplier and corresponding catalog or kit number, when available. For instruments, provide the manufacturer and model, when available. For software, provide the software name and version, when available. For bacterial strains, cell lines, tissues, animals, or other biological materials, provide information regarding their source, supplier or repository, collection, handling, and storage. For studies involving human participants, provide relevant information about the study population while protecting participant privacy. Appropriate information may include the number of participants, age range, sex/gender when relevant, health status, and study setting.

Statistical Analysis

Clearly describe all statistical analyses used in the study. Authors should report:

- The statistical test or method used.
- The n for each analysis.
- The actual P value, when appropriate.
- Other relevant statistical values, such as confidence intervals, effect sizes, test statistics, or measures of variability.

The word “significant” should only be used when referring to statistically significant results. Authors should avoid describing findings as “significant” when they do not meet

the prespecified statistical threshold. For guidance on appropriate statistical language, authors may consult:

Still Not Significant — Matthew Hankins

Results that are scientifically or clinically notable but do not reach statistical significance may be discussed in the Discussion section.

Results

Present the findings clearly and logically. The Results section should:

- Present the primary findings.
- Report relevant statistical results.
- Refer to tables and figures where appropriate.
- Avoid unnecessarily repeating information already presented in tables or figures.

Interpretation of the findings should generally be reserved for the Discussion section.

Discussion

The Discussion should explain the meaning and significance of the results. Authors should consider discussing:

- Principal findings
- Relationship to previous research
- Possible explanations for the findings
- Scientific or clinical significance
- Strengths of the study
- Limitations
- Future research directions

Conclusions should be supported by the data presented in the manuscript.

Conclusion

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

Case Reports

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

Title

The manuscript should begin with the full paper title.

Author names and affiliations should not appear in the main manuscript. They should be provided on the separately uploaded Title Page.

Keywords

Provide no more than 5 keywords.

Abstract

Provide a structured, single-paragraph, double-spaced abstract of 150–300 words. Do not include references in the abstract. The abstract should briefly describe:

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

Introduction and Patient Information

Provide sufficient background to explain why the case is important. Include only clinically relevant patient information, such as:

- Age
- Sex/gender, when relevant
- Relevant medical history
- Relevant clinical findings

- Relevant diagnostic information
- Relevant treatment history

Patient privacy must be protected. Do not include unnecessary identifying information. Patient information should be limited to information necessary to understand the case.

Objectives for Case Reporting

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

Case Report

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

- Presenting complaint
- Relevant history
- Physical examination findings
- Diagnostic evaluation
- Differential diagnosis
- Treatment or intervention
- Clinical course
- Follow-up
- Outcome

Discussion

Explain the significance of the case and place it in the context of existing literature. Discuss:

- What makes the case notable
- How it compares with previously reported cases

- Relevant diagnostic or treatment considerations
- Clinical implications
- Limitations of the case report

Conclusion

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

Review Articles

Review Articles should provide a clear, balanced, and well-supported synthesis of existing literature on an important scientific or clinical topic.

Title

The manuscript should begin with the full paper title.

Author names and affiliations should not appear in the main manuscript. They should be provided on the separately uploaded Title Page.

Keywords

Provide no more than 5 keywords.

Abstract

Provide a structured, single-paragraph, double-spaced abstract of 150–300 words. Do not include references in the abstract. The abstract should briefly summarize:

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

Main Text

Organize the review using clear headings and subheadings appropriate to the topic. The review should clearly explain:

- The purpose and scope of the review
- The 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, authors should follow the appropriate reporting guidelines for the study design.

Conclusion

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

References

All manuscripts must use the Translation Numbered Citation Style.

View the Translation Numbered Citation Style

EndNote Citation Style Installation Guide:

To ensure your manuscript references are formatted correctly for submission, authors are highly encouraged to use our official EndNote style template. Follow these steps to install the individual style file:

1. Download the Style File: Download the official custom style file (Numbered_UTCOMLS_Translation-OTH.ens) from the link provided.
2. Open the File: Locate the downloaded file on your computer and double-click it. It will automatically open within your EndNote desktop program.
3. Save the Style: Inside EndNote, navigate to the File Menu and choose Save As. Remove the word "copy" from the end of the file name so that it is saved exactly as Numbered_UTCOMLS_Translation-OTH, then click Save.
4. Close the Template Window: Go back to the File Menu and choose Close Style.

Activating the Style:

Once these steps are completed, the style will show up securely registered within your software. To apply it to your manuscript:

- In EndNote, go to Tools > Output Styles > Open Style Manager.
- Scroll down and check the box next to Numbered_UTCOMLS_Translation-OTH to activate it.
- The style will now appear in your quick-drop-down menu both in EndNote and inside the EndNote tab in Microsoft Word.

In-Text Citations

- References are numbered consecutively in the order they first appear in the text.
- In-text citations are presented as Arabic numerals in parentheses, such as (1), (2), or (1-3).
- Each source retains the same reference number throughout the manuscript.
- Multiple references may be cited together using a range when appropriate (e.g., (1-3)).

Reference List

- The reference list is arranged numerically according to the order of citation, not alphabetically.
- Each reference should correspond to a citation in the manuscript.
- Every reference listed should be cited in the text.
- Include the DOI (Digital Object Identifier) when available.
- Include a URL for online sources when applicable.
- Ensure that author names, titles, journal names, publication information, and page ranges are accurate.

Journal Articles

Journal articles should include:

- Authors
- Article title
- Abbreviated journal title
- Publication year
- Volume
- Issue
- Page range
- DOI, when available

Books

Books should include:

- Authors
- Book title
- Edition, when applicable
- Place of publication
- Publisher
- Publication year

Book Chapters

Book chapters should include:

- Chapter author(s)
- Chapter title
- Editor(s)
- Book title

- Publication information
- Page range

Online Sources

Online sources should include:

- Author or organization
- Title
- Publication information, when available
- URL
- Access information, when applicable

Editors, Translators, and Translated Works

Editors, translators, and translated works should be identified according to their role in the publication.

Examples and Templates

Journal Article

Author, *Title*. Journal, Year|. **Volume**|(Issue)|: p. Pages|. https://doi.org/DOI

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

Web Page

Author. *Title*. Series Title [Type of Medium] Year Last Update Date| [cited Year Access Date]|; Edition:[Description]. `Available from:` URL|.

Book

Author, *Title*|. Edition ed|. Series Title|, ed. Series Editor|. Vol. Volume. Year|, Place Published|: Publisher|. Number of Pages|

Book Section

Author, *Title*, in *Book Title*|, Editor, `Editor`^``Editors`|. Year|, Publisher|: Place Published|. p. Pages|

Personal Communications and Unpublished Data

Personal communications and unpublished data should be identified in parentheses within the text and generally should not be included in the reference list.

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

Tables and Figures

Tables

Tables should be clear, accurate, and understandable without requiring readers to refer repeatedly to the main text.

- Number tables consecutively in the order in which they are first mentioned in the text.
- Cite every table in the manuscript.
- Include a clear table call-out in the manuscript indicating where the table should appear.
- Tables must be editable (tables may be created using any appropriate software, provided they remain editable).
- Place tables at the end of the manuscript, after the references.
- Place each table on a separate page when possible.

- Provide a clear title for each table.
- Define abbreviations and symbols in table footnotes.

Figures

- Number figures consecutively in the order in which they are first mentioned in the text.
- Cite every figure in the manuscript.
- Place the figure call-out at the location in the manuscript where the figure is intended to appear.
- Include the figure legend in the manuscript at the intended location of the figure.
- Submit each figure as a separate, high-quality PNG file (Figures must be at least 600 dpi, figures should not be embedded in the manuscript document.)
- Figure files must contain the figure only (do not include the figure title, caption, or legend within the submitted PNG figure file).
- All text within figures should use Calibri,10-point font.
- Ensure that all labels, symbols, and other figure text are clear and readable.

Figure Legends

Figure legends should be included in the main manuscript where the authors intend the corresponding figure to appear. Figure legends should:

- Clearly explain the figure.
- Define abbreviations and symbols.
- Explain statistical markers, when applicable.
- Provide enough information for the figure to be understood without extensive reference to the main text.

Manuscript Processing

1. **Initial Editorial Review**

After submission, the editorial team will review the manuscript to ensure that it meets the journal's basic requirements, including:

- Appropriate article type
- Journal scope
- Originality
- Formatting requirements
- Ethical requirements
- Completeness of the submission

Manuscripts that do not meet the basic submission requirements may be returned to authors for correction before entering peer review.

2. **Peer Review**

Manuscripts that proceed to peer review are evaluated using the journal's single-blind peer-review process. Each manuscript is evaluated by two student reviewers and one expert reviewer. At the time of submission, authors may suggest appropriate outside reviewers.

Authors should disclose any potential conflicts of interest involving suggested reviewers.

3. **Editorial Decision**

Following peer review, the editorial team will evaluate the manuscript and reviewer comments and communicate an editorial decision to the authors. Possible decisions include:

- Accept
- Request Revisions
- Decline

4. **Revision**

When revisions are requested, authors must submit:

- A revised manuscript
- A detailed response to all reviewer comments
- A cover letter summarizing the major changes

Response to Reviewers

Authors should respond to every reviewer comment.

For each comment:

- Clearly identify the reviewer's comment.
- Explain what was changed in the manuscript.
- Identify where the change was made, preferably by page, section, or line number.
- If a requested change was not made, provide a clear and respectful explanation.

Authors should not omit or ignore individual reviewer comments.

5. **Copyediting**

Accepted manuscripts will be edited for clarity, grammar, formatting, and conformity with the journal's style.

The corresponding author will have an opportunity to review the edited manuscript before publication or during the page-proof stage.

6. **Publication**

Following completion of the editorial and production process, the article will be published online. Once an article is accepted and published, authors retain copyright according to the journal's applicable policies. PDF files of published articles are freely available to authors and the general public.

Additional Resources

Authors may consult the Authors' Submission Toolkit: A Practical Guide to Getting Your Research Published (available at Current Med Res & Opinion 2010; 26(8):1967-1982) for general guidance on:

- Editorial requirements
- Submission processes
- Publication ethics
- Peer review
- Communicating with editors
- Preparing manuscripts for publication

Authors should also consult the Translation Numbered Citation Style and EndNote style file when preparing references.

Contact the Editorial Team

For questions regarding manuscript preparation, submission, article processing charges, figures, references, or other editorial matters, please contact:

Translation@utoledo.edu

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