

## **Requirements for 2021 Research in Medical Education (RIME)** **Research and Review Papers**

### **Requirement Elements for Research Papers**

**Structure:** Research papers should report completed investigations that contribute to medical education research and practice. The submitted paper must not have been accepted or be under consideration for publication elsewhere. Papers should include the sections described below and a **structured abstract limited to 300 words**. The structured abstract must include the following components: (1) Purpose; (2) Method; (3) Results; (4) Conclusions.

Research paper authors should aim for an article length that will present their message as succinctly and clearly as possible. **Most articles for the journal are between 3,000 and 4,000 words long**, not including abstract or references. *The RIME Program Planning Committee will consider longer articles, particularly those employing qualitative research methods.* Authors are welcome to provide rationale for the length during the submission process (e.g., using longer quotations to illustrate complexity of themes, including descriptions of methods and/or methodologies to orient readers, etc.). Ultimately, the appropriate length will be determined during the editing process.

For studies or evaluations involving human participants (including learners and/or faculty), it is the author's responsibility to provide details of ethical approval for the research in the manuscript (in the "Method" section), including but not limited to the name of the approving committee (e.g., Institutional Review Board, Research Ethics Board) and the name of the institution at which approval was granted. (Please note that at many U.S. institutions, a decision of "exempt" must be made by an Institutional Review Board or an individual designated by the institution, but may not be made by the investigator). These details must be provided in manuscript, or the manuscript will not be reviewed. Please review the journal's [Complete Instructions for Authors](#) as well as the [Author Checklist](#) before submitting your manuscript for consideration.

It is the responsibility of the author(s) to ensure that studies have been conducted in accordance with the latest version of the [principles of the Declaration of Helsinki](#). Also, it may be useful to consult the statements on ethics of the American Educational Research Association, the American Psychological Association, the American Sociological Association, and/or other national and international organizations.

## **Requirement Elements for Review Papers**

**Structure:** Review papers should synthesize existing research and should provide direction for future research and practice. The submitted review paper must not have been accepted or be under consideration for publication elsewhere. Papers should include the sections described below and a **structured abstract limited to 300 words**. The structured abstract must include the following components: (1) Objective(s); (2) Method; (3) Results/Key Findings; (4) Conclusions/Implications.

**Review papers should be no longer than 5,000 words**, not including abstract or references, but the ultimate length will be determined during the editing process.

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## **Required Elements for ALL Papers (Research *and* Review Papers)**

- Please list each author's complete name, credentials, and affiliation in the space provided on the submission form. The corresponding author is the **ONLY** person who will be contacted by the RIME committee or the AAMC offices.
- NOTE: The individual submitting the paper **MUST** complete the CME disclosure agreement for **ALL** authors in the Scholar One system (the tool used to submit the paper).
- All manuscripts must be double-spaced and in 12-point font.
- Any tables or figures should appear at the end of the text, after the reference list.
- Be consistent with language or style choices throughout the text.
- Use common abbreviations (e.g., *P*, *r*, SD,  $R^2$ ) when values are given, but spell them out in the description of the statistical method. *P* values should be expressed as  $P = .05$  (upper-case *P*, spaces on either side of sign, no 0 to left of decimal point). If in doubt, refer to the *AMA Manual of Style 10<sup>th</sup> Edition* for a complete list of statistical symbols or abbreviations and their proper format.

### **Front Matter**

- The title should come first, followed by the authors' names. Please be sure that the manuscript has a title and that all authors' names are listed in the author line.
- The **Title** should be flush with the left margin with title-style capitalization and bolded.
- **Authors' names** should be written as author's first name, middle initial (if possible), and last name. Include academic degrees (not fellowships or memberships) of master's level or higher. Authors' names should be separated with a comma, and the last author should be preceded with "and." The author list should be flush left beneath the title.

*For example:*

**Similarities and Differences in the Career Trajectories of Male and Female Career Development Award Recipients**

Reshma Jagsi, MD, DPhil, Rochelle DeCastro, MS, Kent A. Griffith, MS, Soumya Rangarajan, MPP, Cristina Churchill, Abigail Stewart, PhD, and Peter A. Ubel, MD

- **Author bios:** Each author should have a one-sentence bio, including his or her name, professional title, institutional affiliation, and location of institution.

*For example:*

**Dr. Jagsi** is assistant professor, Department of Radiation Oncology, University of Michigan, Ann Arbor, Michigan.

- **Corresponding author’s contact information:** Identify a corresponding author and include that person’s mailing address, phone/fax (optional), and e-mail address. Please ensure that this information is given in its entirety.
- **Key words:** Provide specific descriptors to allow appropriate categorization.

## **Body of the Paper**

- The paper should begin with an Introduction in which the aim(s) and conceptual framework for the study is described.
- Use three primary headings, **Method**, **Results**, and **Discussion**, within the body of the paper. A **Conclusions** section is acceptable when applicable. These headings should be flush with the left margin, bold, 16-point font, no punctuation, hard return. The text should begin beneath the heading, flush left.
- There must be at least one full paragraph of text before the first heading in your manuscript (including “Background” or “Introduction”).
- Make each level of heading have its own “look.” For example:

### **The Program**

[Level #1, the highest; on its own line; most or all words capitalized; bigger type; boldfaced]

#### **Program history**

[Level #2, next-highest; on its own line; only first word capitalized; standard-sized type; boldfaced]

**Current organization.** In this section, we present an outline of....

[Level #3, next-next-highest; only first word capitalized; standard-sized type; boldfaced. The words are followed by a period; the heading begins the paragraph.]

- **Subheadings in the Method, Results, Discussion sections** (if any) should be flush with the left margin, bold, 12-point font, sentence-style capitalization, no punctuation, hard return. We recommend not using these subheadings if possible.

*For example:*

## **Method**

With institutional review board approval through the University of “X” School of Medicine IRB, the study utilized a retrospective review of admission file materials drawn from the medical school applications . . .

*or:*

## **Method**

The IRB at the University of “X” College of Medicine approved the following research design.

## **Sample**

The random sample was drawn from all internal medicine residents who had purchased a laptop computer . . .

## **End Matter**

- **Disclosures:** Please place this information at the end of the body of the report. The examples of the beginning of sentences (e.g., “The authors wish to thank...”) are just illustrative—feel free to write different sentences if that seems appropriate. The category headings (e.g., *Funding/Support*) should be in italics.

*For example:*

-- *Acknowledgments:* The authors wish to thank.... [If there are no acknowledgments, this category is not needed. Use the third person, as shown here.]

-- *Funding/Support:* This study was funded in part by.... [This category is required; please include grant number(s) if applicable. “None” is what should appear after the colon if the study had no funding/support. Usually, this category includes a sentence or more about grants that supported the study and/or the authors.]

-- *Other disclosures:* Dr. Jones is a stockholder of.... [This category is also required; “None” is what should appear after the colon if there are no conflicts of interest or other necessary disclosures. Use this category to report any potential or actual conflicts of interest. If you are in doubt, report it.]

-- *Ethical approval:* This study was approved by the institutional review board of .... [This category is also required. If ethical approval was not needed, insert “Not applicable.” If the study/paper did require some form of ethical approval, the approving board/institution should be mentioned both here and in the narrative of the article.]

-- *Disclaimers:* The opinions expressed in this article are those of the authors alone and do not reflect the views of.... [If there is nothing to report, this category is not needed.]

-- *Previous presentations:* The abstract of an earlier version of this article was presented at the.... [If there is nothing to report, this category is not needed.]

- Use **numbered citations** within the body of the text and a numbered **reference list** at the end of the text, before any tables or figures. It is essential that all references contain complete information. The reference list should follow *Academic Medicine* format described in the complete instructions for authors, <http://journals.lww.com/academicmedicine/Pages/InstructionsforAuthors.aspx>. **Do not use footnotes, endnotes, or a bibliographic compiler to create references.**

## **Tables and Figures**

- Make all Figures and Tables active Word or PowerPoint files that can be edited, instead of static screen shots, tiff files, or PDFs.
- Figures must be two-dimensional. Use black and white or patterns reproducible in black and white (e.g., stripes and dots). Eliminate gridlines and background shading.
- Table titles should make the table sufficiently understandable independent of the manuscript. Titles should be placed directly above the table, not in a data cell.
- Figure legends should make the figure sufficiently understandable independent of the manuscript. Legends should be placed on the last page in the manuscript.
- Papers do not typically include more than 5 tables and/or figures.
- Label the x and y axes.
- Send us figures that are "active" so that we or the typesetters can manipulate them if necessary. For example, don't send pdfs of your figures, but do send Excel files
- Place the title of a figure and any description of it on a separate page, not on the figure itself. For example, "Figure 1. Comparison of demographic characteristics of residents in three specialties at Anywhere Medical School, 2004" should go on a separate page.
- Create tables with Word table software rather than by spacing and tabbing.
- Abbreviations in tables should be spelled out in a note on the first line beneath the table, before any footnotes. Format the abbreviations note as follows: "Abbreviations: MEPI = Medical Education Partnership Initiative; SSA = sub-Saharan Africa
- **ALL TITLES AND LEGENDS SHOULD BE PLACED DIRECTLY ABOVE THE TABLE AND/OR FIGURE BEING DESCRIBED. DO NOT INCLUDE THE TITLES AND LEGENDS WITHIN THE ACTUAL TABLE AND/OR FIGURE.**
- Footnotes are marked as superscripted lowercase letters in alphabetical order: a, b, c, etc.

## **References**

- In the reference list, number the reference citations according to when they are referred to in the article (e.g., the third one is #3 in the reference list and superscript <sup>3</sup> in the article). Don't list references alphabetically.
- Use the *original reference number* (rather than a new one) every time a reference is referred to in the article. For example, superscript <sup>3</sup> is used each time for reference 3.
- Don't use "op. cit." or "ibid."
- Use superscripts in the article itself (rather than ordinary numbers in parentheses) to indicate the reference list numbers. In other words, do this <sup>3</sup> instead of this. (3)

- Make sure that each reference citation has all the information readers need about a particular reference (e.g., a book should have the author or editor, title, chapter if relevant, publisher, place of publication, date, and page numbers if needed). Any issue of *Academic Medicine* presents good examples of different kinds of references and the information they should contain.
- Any *unpublished sources* and any *personal communications* should not be listed as references but instead should be noted within the text of your article's narrative.
- Do not use endnotes.