



The Journal of
COLLEGIATE EMERGENCY MEDICAL SERVICES

GUIDE FOR EDITORS AND REVIEWERS

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Join the Volunteer Team

Introduction to JCEMS

Aims and Scope

JCEMS will publish the only scholarly, peer-reviewed journal and news source dedicated exclusively to the collegiate EMS community. Our mission is to promote leadership, clinical excellence, and original research. We stand side-by-side with collegiate EMS agencies, campus safety departments, and university health centers to protect the health and safety of the people on our campuses.

In the scholarly research literature and popular sources, the field of collegiate EMS is sadly underrepresented. Less than a handful of studies have been published on collegiate EMS in peer-reviewed journals, and few articles in popular sources have featured collegiate EMS organizations. We strive to provide a voice to the collegiate EMS community and to spur a revolution in collegiate EMS research. In addition to publishing high-quality content from recognized experts, we encourage and mentor budding leaders, clinicians, and researchers –students and young alumni– to develop high-caliber articles and research projects.

We will publish a seasonal print journal and provide open-access content year-round at CollegeEMS.com. We welcome original research manuscripts, case studies, and reviews to undergo a double-blind peer review process. In addition, we welcome pieces featuring news and commentary, expert perspectives and opinions, advice on best practices, and letters to the editor.

All topics of relevance to the collegiate EMS community are welcome including, but not limited to:

- Patient Care**
- Clinical Medicine**
- Operations**
- Equipment**
- Transport and Vehicles**
- Dispatch and Communications**
- Training**
- Administration and Management**
- Leadership**
- Fundraising**
- Organizational Structure**
- Agency Development**
- Networking and Collaboration**
- Career and Alumni Resources**
- Campus Public Health**
- Campus Public Safety**

JCEMS prioritizes manuscripts that present original research findings and those that offer a novel approach or perspective on under-explored issues in collegiate EMS.

Editorial Board

Our Editorial Board is composed of distinguished clinicians, researchers, educators, and leaders with extensive records of service in collegiate and public-safety EMS.

Editor-in-Chief

Nicholas M.G. Friedman, BA, EMT

Executive Editor

Brittany J. Dinger, PA-S

Editorial Board

George J. Koenig, DO

Michael W. Dailey, MD, FACEP

Matthew J. Levy, DO, MSc, FACEP

Jose Victor L. Nable, MD, MS

Albert Jagoda, MD

Patricia Bosen, MSN, FNP-C

David Goroff, MS, NRP

Brent Campbell, BS, AEMT-CC

Lauren Gorstein, BA, EMT

Our Editorial Board can be reached by email at JCEMS@CollegeEMS.com.

Intended Audience

JCEMS is designed for the entire collegiate EMS community, understood in a broad sense. Our primary anticipated audience is **collegiate EMS providers and leaders including student providers, medical directors, and professional advisors or managers**. Our content will also be relevant and accessible to:

Collegiate EMS alumni

Campus safety administrators and officers

Health and counseling services personnel

College administrators

Student government officials

Professional EMS administrators and providers who work with college agencies

EMS providers who respond to campus calls

Pre-health advisors and career counselors

High school students interested in EMS

Campus lifeguards

College volunteer firefighters

Family and friends of college EMTs

Become a Reviewer

Qualifications

Potential reviewers are expected to meet the following qualifications, all of which should be listed in a CV or resume:

- Expertise in emergency medical services (EMS) or emergency medicine, **or** expertise in a relevant field (e.g. campus public health, campus public safety, student affairs, education, etc.), **or** expertise in a specific methodological discipline (e.g. statistics, survey design, etc.).
- One or more original research publication. This requirement may be waived provided the applicant demonstrates otherwise outstanding academic and scholarly achievement (e.g. published case reports or review articles, significant conference presentations, advanced academic degrees, editorial experience).

A select number of exceptionally qualified **students and young alumni** may be selected as reviewers to offer a unique and valuable perspective. Although student and young alumni reviewers may not have published work, references and recommendations should attest to the applicant's academic and scholarly merit. Student and young alumni applicants are expected to have outstanding academic achievement, significant leadership experience in collegiate EMS, and strong research experience. Furthermore, student and young alumni applicants are expected to have a continued interest in EMS, emergency medicine, and/or research as evidenced by a description of their projected career path and/or plans for graduate education in their cover letter.

Expectations

Reviewers are expected to:

- Respond to an invitation to review a *JCEMS* manuscript within 3 days, indicating whether or not the reviewer accepts the invitation.
- Complete assigned reviews within 14 days of the initial invitation. Notify the editors if the review will not be completed within 14 days.
- Thoroughly familiarize themselves with *JCEMS* submission guidelines as detailed in the *JCEMS Guide for Authors*.
- Thoroughly familiarize themselves with ethical guidelines for research and publishing as outlined in the *JCEMS Guide for Authors*.
- Maintain confidentiality during the review process. Reviewers may not share manuscript details or identify themselves as a reviewer during the review process.

Benefits

JCEMS reviewers enjoy the following benefits:

- An annual letter of gratitude written on official *JCEMS* letterhead for their academic record. The letter will note the number of reviews performed by the reviewer in the preceding year.
- Annual acknowledgment of the most active reviewers in the print version of *JCEMS*, with the permission of the acknowledged reviewers.
- Professional development, establishment of expertise, improvement of scholarly reputation, and contribution to the collegiate EMS community.

Application Process

Individuals interested in being a reviewer should submit the following items to the Editor-in-Chief at JCEMS@CollegeEMS.com:

1. CV/resume
2. Cover letter, detailing their interest and qualifications.
3. Contact information (email and phone) for three references who can attest to the applicant's qualifications and expertise. *JCEMS* prefers that reference(s) are individual(s) with editorial or review experience.
4. *Optional*: Letter(s) of recommendation, preferably from individual(s) with editorial or review experience. It is preferred that letters of recommendation be sent directly from the recommender, not the applicant.

Become an Editor

Qualifications

Our Editorial Board is composed of clinicians, researchers, educators, and leaders with extensive records of service in collegiate and public safety EMS. Editorial Board members include experts in EMS, emergency medicine, and related fields. Editorial Board positions are typically offered by invitation only. An individual interested in being on the Editorial Board, who has not been invited, should first apply to become a reviewer.

Expectations

Editorial Board members are expected to:

- Coordinate with reviewers during the peer review process.
- Review and edit submitted manuscripts that undergo editorial review.
- Advise on journal policy, design, and scope.
- Attract new authors and manuscript submissions.
- Select new reviewers and Editorial Board members.

Benefits

JCEMS editors enjoy the following benefits:

- Professional development, establishment of expertise, improvement of scholarly reputation, and contribution to the collegiate EMS community.
- Recognition in every *JCEMS* print issue and on our website.

Application Process

Editorial Board positions are typically offered by invitation only. An individual interested in being on the Editorial Board, who has not been invited, should first apply to become a reviewer.

Submission Review Process

Overview

Manuscripts classified as *Original Research*, *Case Reports*, or *Reviews* will undergo a double-blind, peer review process. Manuscripts classified as *News and Commentary*, *Perspectives and Opinions*, *Best Practices*, *Product Reviews*, or *Letters to the Editor* and Images, Video, Training Materials, or Agency Documents will undergo editorial review. For more information on manuscript classification, please see the [JCEMS Guide for Authors](#). Reviewers are expected to thoroughly familiarize themselves with their roles in the peer review process.

Double-Blind Peer Review

Manuscripts classified as *Original Research*, *Case Reports*, or *Reviews* will undergo a double-blind, peer review process. JCEMS reviews manuscripts in accordance with strict [ethical and professional guidelines](#) and employs a double-blind peer review process to ensure that articles are fairly reviewed without bias. Revisions suggested by reviewers may dramatically strengthen the quality of submitted manuscripts. The process also ensures that published articles demonstrate the utmost level of accuracy, reliability, and methodological rigor. Double-blind, peer review is widely regarded as the gold standard of scholarly publication review; the process is widely employed by top-ranking emergency medicine journals including *Annals of Emergency Medicine* and *The American Journal of Emergency Medicine*.

Manuscripts will initially be reviewed by our editors for quality, relevance to the collegiate EMS community, and suitability for JCEMS. High-quality manuscripts that fit the scope of our scholarly journal will be assigned to one of our Editorial Board members who will identify at least two independent reviewers. Manuscripts presenting original research will be reviewed by reviewers with expertise in the specific research field and methodology presented. Manuscripts containing clinical or medical information will be reviewed by at least one reviewer or Editorial Board member with an advanced clinical degree (e.g. MD, DO, PA-S, NP) prior to acceptance. Manuscripts may also be reviewed by additional members of our Editorial Board.

Reviewers are expected to respond to an invitation to review a manuscript within 3 days, indicating whether or not the reviewer accepts the invitation. Upon acceptance of the invitation, reviewers are expected to complete assigned reviews within 14 days of the initial invitation. If the reviewer is unable to complete the review within 14 days, it is the responsibility of the reviewer to notify an editor. Reviewers are expected to provide a thorough review of the manuscript for quality, accuracy, scope, methodological rigor, depth of research, originality/novelty, and style/organization. In addition, reviewers will further review manuscripts in terms of their implications for practice for collegiate EMS providers, leaders, advisors, and affiliated personnel. Reviewers must submit the *Manuscript Review Form* (see below) to the Editorial Board.

Reviewers will be double-blinded, meaning that neither the author nor the reviewers will know the identity of each other during the review process. It is the responsibility of the reviewer to refrain from identifying themselves as a reviewer to the public during the review process. Once the review process is complete, reviewers may choose to reveal to the author or the public that they reviewed a specific article. If the reviewer believes that they know the identity of the author, or are otherwise unable to provide an unbiased review, it is the responsibility of the reviewer to contact an editor.

After compiling the reviewers' feedback, the Editorial Board will determine whether a manuscript has been accepted or rejected, or whether revisions are necessary. In most cases, prior to acceptance in our scholarly journal, major or minor revisions in the article's content and/or writing will be necessary. Revisions for original research manuscripts may include the need to perform additional data collection and/or analysis. Manuscripts will undergo a second round of peer review after revisions are completed by the author. Prior to publication in our scholarly journal, our editors will provide copy-editing and formatting assistance. Authors will receive a final, edited version of their article prior to publication in our scholarly journal. Final decisions on manuscript publication will be made by the Editor-in-Chief or a member of the Editorial Board without any relevant conflicts of interest.

Editorial Review

Manuscripts classified as *News and Commentary*, *Perspectives and Opinions*, *Best Practices*, *Product Reviews*, or *Letters to the Editor* and Images, Video, Training Materials, or Agency Documents will undergo editorial review. Manuscripts will initially be reviewed by our editors for quality, relevance to the collegiate EMS community, and suitability for *JCEMS*. High-quality manuscripts that fit the scope of our scholarly journal will be fully reviewed by members of our Editorial Board. In select cases, independent reviewers with special expertise may be requested.

The Editorial Board will provide a thorough review of the manuscript for quality, accuracy, scope, methodological rigor, depth of research, originality/novelty, and style/organization. Manuscripts will be further reviewed in terms of their implications for practice for collegiate EMS providers, leaders, advisors, and affiliated personnel. Manuscripts containing clinical or medical information will be reviewed by at least one editor with an advanced clinical degree (e.g. MD, DO, PA-S, NP) prior to acceptance.

After the first stage of peer review is complete, authors will be notified whether their article has been accepted or rejected, or whether revisions are necessary. In most cases, prior to acceptance, major or minor revisions in the article's content and/or writing will be necessary. Articles will undergo a second round of editorial review after revisions are completed. Prior to publication, our Editorial Board will provide copy-editing and formatting assistance. Authors will receive a final, edited version of their article prior to publication in our scholarly journal. Final decisions on manuscript publication will be made by the Editor-in-Chief.

Manuscript Review Form

Reviewers who accept an invitation to review a manuscript are expected to submit the following form and an attached review within 14 days of receiving the invitation:

Manuscript Review Form
The Journal of Collegiate Emergency Medical Services (JCEMS)

Thank you for accepting our invitation to review a manuscript. You are expected to notify the Editorial Board if you are unable to complete the review within 14 days of the review invitation. Please do not share the article and/or your review with anyone other than *JCEMS* Editorial Board members.

Editor's/Reviewer's Name: _____

Manuscript Title: _____

Manuscript Classification: _____

Please attach your review of the manuscript. In your review, please consider the quality, accuracy, scope, methodological rigor, depth of research, originality/novelty, and style/organization. For original research articles, please focus particular attention on the methodological rigor and validity of the results. In addition, please consider whether the content has practical implications for collegiate EMS providers, leaders, advisors, and affiliated personnel. Please support your judgment of the manuscript with specific facts and by pointing to specific sections/wording from the article.

Unless you recommend that the manuscript be accepted without revision, please provide specific recommendations for the author to improve the quality of the work. All recommended revisions from minor (grammar, writing style, organization structure, minor requests for additional research/background, etc.) to major (major requests for additional research/background) are greatly appreciated.

Recommendation: Please indicate your overall recommendation for the editorial decision.

- Reject.
- Accept with *major* revisions.
- Accept with *minor* revisions.
- Accept *without* revisions.

Are you willing to review a revised version of the manuscript?

- Yes.
- No.

Please email the completed Manuscript Review Form and your attached review to the Editorial Board at JCEMS@CollegeEMS.com. The Editors-in-Chief will deliver the final editorial decision.

Thank you for contributing to the collegiate EMS community by reviewing a manuscript for *JCEMS*.

Join the Volunteer Team

The *JCEMS* Volunteer Team assists the Editorial Board with design, editing, outreach, and business management. Joining the Volunteer Team is an excellent opportunity for current students and young alumni to develop their resume and gain professional experience in an exciting start-up publication. *JCEMS* highly values individuals with experience in collegiate EMS coupled with an interest in journalism, publishing, journal or magazine design, website design, video editing, copy-editing, public relations, social media, advertising, or marketing.

Interested individuals should email our Editorial Board at JCEMS@CollegeEMS.com. In the email, individuals should briefly and informally describe their qualifications and interest in joining the team, along with any questions they might have. Additional information (e.g. resume/CV, references) may be requested by the Editorial Board.

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