# Table of Contents

## Introduction to JCEMS
- Aims and Scope ........................................................................................................... 2
- Editorial Board .............................................................................................................. 3
- Advantages of Publishing in JCEMS ........................................................................... 3
- Qualifications of Contributors .................................................................................... 4
- Intended Audience ....................................................................................................... 4
- Assistance for Authors and Researchers .................................................................... 4

## Ethics in Research and Publishing

*Conducting Ethical Research* .......................................................................................... 5
- Human and Animal Rights ............................................................................................. 5
- Informed Consent .......................................................................................................... 5
- Participant and Patient Privacy ...................................................................................... 5

*Publishing Ethics* .......................................................................................................... 7
- Disclosing Conflicts of Interest ....................................................................................... 7
- Declaring Funding Sources ............................................................................................ 7
- Duplicate Submissions and Prior Publication ................................................................. 7
- Authorship .................................................................................................................... 8
- Personal Communication ............................................................................................... 8
- Corrections ..................................................................................................................... 8
- Open Access .................................................................................................................. 9
- Licenses and Copyright .................................................................................................. 9

## Submission Guidelines

- Submission Deadlines ................................................................................................... 9
- Selecting a Manuscript Type .......................................................................................... 9
- General Formatting Guidelines ...................................................................................... 11
- Formatting Guidelines for Manuscript Text Sections ................................................... 12
- Submission Declaration Form ........................................................................................ 15
- Manuscript Submission ................................................................................................. 17

## Submission Review Process

- Double-Blind Peer Review ............................................................................................ 17
- Editorial Review ............................................................................................................. 18
- Become a Reviewer ....................................................................................................... 18

## After Acceptance

- Online and Print Publication Options .......................................................................... 18
- Advertisement Disclaimer ............................................................................................. 19
- Article Promotion .......................................................................................................... 19
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 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. Dingler, 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.

Editorial Board positions are typically offered by invitation only, and are uncompensated. Individuals interested in serving on our Editorial Board are strongly encouraged to apply to become reviewers. Please consult our Guide for Editors and Reviewers for more information.

Advantages of Publishing in JCEMS
Publishing in JCEMS offers outstanding value to researchers and authors in the field of pre-hospital emergency care.

- JCEMS will publish the only scholarly, peer-reviewed journal and news source dedicated exclusively to collegiate EMS.
- We will publish a seasonal print journal and provide exclusive web content year-round at CollegeEMS.com.
- Our Editorial Board is composed of distinguished clinicians, researchers, educators, and leaders with extensive records of service in collegiate and public-safety EMS.
- All manuscripts classified as Original Research, Case Reports, or Reviews will undergo a double-blind peer review process. Double-blind peer review strengthens article quality and minimizes bias in selection.
- Our open access policy ensures that your article will be freely available to the public immediately after online publication. Authors and readers can access, share, print, and distribute JCEMS content for free. Unlike other open access journals, JCEMS does not charge authors to submit or publish articles.
• We maintain a robust social media platform and outreach program to ensure that your article receives widespread recognition.

**Qualifications of Contributors**
We encourage submissions from leaders and experts in collegiate EMS and related fields including, but not limited to:

- **Student providers**
- **Student EMS managers and supervisors**
- **College EMS alumni**
- **Medical directors**
- **Collegiate EMS advisors**
- **College administrators**
- **Emergency medicine clinicians (physicians, nurses, paramedics, etc.)**
- **Emergency managers/public health officials**
- **Campus safety and emergency management personnel**
- **Campus health/counseling services personnel**

Joint submissions from two or more authors are accepted and expected for *Original Research* manuscripts. In particular, we encourage collaboration between student providers, professional leaders (e.g. medical directors, college administrators), and relevant academic faculty members.

**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

**Assistance for Authors and Researchers**
Our Editorial Board is committed to working with authors at every stage of the research and publication process, all the way from study design to manuscript preparation and review. We understand that the research and publication process can be daunting, particularly for young researchers and clinicians. Our mission is not simply to publish high-quality work, but to also spur research in the underrepresented field of collegiate EMS and to develop budding researchers and clinicians.
We encourage you to contact our Editorial Board at JCEMS@CollegeEMS.com if you might be interested in conducting a study or writing an article of relevance to the collegiate EMS community. Our Editorial Board would be thrilled to provide advice and to answer any questions regarding topic selection, research design, data analysis, manuscript writing, submission guidelines, and the publication process. Our Editorial Board may also be able to help connect you with partners for collaboration in research and writing. Please understand that while our Editorial Board may provide advice and determine whether your article might be of appropriate scope for JCEMS, we cannot provide insight into your chances of acceptance prior to submission.

Ethics in Research and Publishing

The guidelines presented in this section are in accordance with the International Committee of Medical Journal Editors’ (ICMJE) “Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals.” We strongly advise you to review the Committee’s recommendations in full prior to conducting medical research or submitting an article for publication.

Conducting Ethical Research

Human and Animal Rights
All medical studies involving human participants should follow ethical principles detailed in The World Medical Association Declaration of Helsinki: Ethical Principles for Medical Research Involving Human Subjects.

Research conducted on animals should adhere to the International Association for Veterinary Editors’ “Consensus Author Guidelines for Animal Use.”

Informed Consent
All participants must provide informed consent as detailed in the Declaration of Helsinki and ICMJE’s “Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals.” When applicable, a statement should be included in the manuscript noting how informed consent was obtained prior to experimentation with human subjects.

Participant and Patient Privacy
Every precaution must be taken to protect participant privacy and to maintain the confidentiality of participant or patient information, as detailed in the Declaration of Helsinki and ICMJE’s “Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals.” Identifying details may not be included in the manuscript unless including such details is essential for scientific purposes and written, informed consent of the identified participant or patient is obtained. Identifying details include any details which would allow a reader (including the participant or patient described or a healthcare provider) to identify the individual so described. It must be noted that campus-based EMS programs often operate within small communities and manuscripts often describe rare or unique occurrences. As such, it may be a challenge to fully de-identify a manuscript that describes a particular participant or patient. If there is any question as to whether anonymity has been maintained, written, informed consent must be obtained. If written, informed consent is required, the following “Patient Consent Form” must be signed by the patient [or guardian] and submitted with the manuscript. The author administering the form must provide the identified patient or participant with the opportunity to review and comment on the manuscript or image, and the author must advise the participant or patient to consider seeking legal guidance prior to signing the form. The author administering the form should confirm the identity of the participant or patient via a valid ID.
Patient Consent Form  
The Journal of Collegiate Emergency Medical Services (JCEMS)

To be completed by person who administered and explained the form to the patient or representative:

Title of article, image, or other content (the “Material”): ______________________________________________
Description of [potentially] identifying information: _____________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
Name:  __________________________   Institution: ___________________________   Position: ________________________
Address: _______________________________________________________________  Email: __________________________
Signature: ______________________________________________________________  Date: __________________________

To be completed by identified patient or representative:

Please check all boxes which apply.

☐ I have read or observed the Material; or, I have been given the opportunity to read or observe the Material, but I declined to do so.
☐ I have been given the opportunity to comment on the Material and I am satisfied that the comments, if any, have been reflected in the Material.
☐ I am legally entitled to provide consent for the publication of the Material.
☐ I understand that someone reading or observing the Material may be able to recognize or identify me/ the patient.
☐ I understand that the Material may depict my/ the patient’s medical conditions or an instance in which I/ the patient received medical care.
☐ I understand that my/ the patient’s name will not be published in or with the Material by JCEMS.
☐ I understand that all content published in JCEMS – including the Material, if I grant permission by signing this form – may be copied, redistributed, or adapted by anyone.
☐ I understand that I/the patient will not receive, and am hereby giving up my right to receive, payment or royalties associated with the use of the Material.
☐ I understand that I can revoke consent any time before publication; however, after publication, I cannot revoke my consent.
☐ I understand that this consent form may be viewed by current and future members of the JCEMS Editorial Board.
☐ I understand that this form will be stored and archived by JCEMS as required by law, for no longer than necessary.

☐ I hereby grant JCEMS the right to publish the Material without limitation or restriction, in print and electronic issues, on websites, on social media pages, in advertising materials, in promotional materials, in sub-licensed work, in reprinted editions (including in foreign languages), and in derivative works.
☐ I hereby release JCEMS, the editors, publishers, staff, sponsors, successors, and assigns from any and all claims, demands or causes of action that I may now have or may hereafter have – including, but not limited to – for libel, defamation, invasion of privacy, copyright or moral rights or violation of any other rights arising out of or relating to any use of content, information, or images contained within the Material.

By signing below, I declare that I have read and understood this Participant and Patient Consent Form.

Signature: ___________________________________________  Date: __________________________
Print Name: _________________________________________   Date of Birth : __________________
Address: _____________________________________________________________________________

If signing on behalf of the participant or patient: Please state the reason(s) why the participant or patient is unable to provide consent for themselves (e.g. patient is deceased, a minor, or has cognitive or intellectual impairment) and please state your relationship to the participant or patient._______________________________________________________________________________
_______________________________________________________________________________
**Ethical Approval of Study**

Investigators are required to obtain a formal review and approval, or waiver, by an appropriate ethics committee or institutional review board for all research on human participants or animals. The investigators must follow the Declaration of Helsinki and the ICMJE’s “Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals” if an ethics committee or institutional review board is unavailable. Institutional Review Board approval is not required for case reports, provided case reports do not meet the federal definition of human subjects research as a “systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” Case reports describing three or more clinical cases will be taken to qualify as human subjects research. A statement should be included in the manuscript indicating the name of the committee or board from which approval was obtained, or indicating that IRB approval was not required. If approval was required, authors must have documentation of approval available upon request by editors or reviewers. Regardless of whether IRB approval was required, all research reported in the manuscript is expected to adhere to the guidelines detailed in this Guide for Authors.

**Publishing Ethics**

**Disclosing Conflicts of Interest**

Authors must disclose any potential conflicts of interest in the manuscript, or provide a statement that none of the authors have a conflict of interest. Statements should be provided in the “Acknowledgments” section. Authors declaring a potential conflict of interest are required to submit the ICMJE’s Conflicts of Interest form along with the manuscript.

Conflicts of interest include financial or personal relationships, arrangements, or interests that might influence or bias the professional judgment of the authors. Examples of potential conflicts of interest include employment, consultancies, stock ownership or options, honoraria, patents, and paid expert testimony.

In addition, JCEMS requests that authors who serve on the Editorial Board or in a staff role for JCEMS disclose their position. If an individual in such a position submits an article to JCEMS, all listed editorial and review policies and standards will strictly apply. The author will not be permitted to be involved in the decision to accept or reject the article for publication. As an exception, the Editor-in-Chief may accept an article for publication for which he or she is an author provided the article is published explicitly as an Editorial article.

Please contact our Editorial Board if you are not certain whether one or more of the authors’ relationships, arrangements, or interests constitute a potential conflict of interest.

**Declaring Funding Sources**

Authors must declare who provided any funding or financial support for research and manuscript preparation. Authors must describe the role, or lack thereof, of the funding source in any aspect of study design, data collection, data analysis, manuscript preparation, and the decision to submit for publication. Statements should be provided in the “Acknowledgments” section.

**Duplicate Submissions and Prior Publication**

Authors are strictly prohibited from simultaneously submitting their manuscript to other journals. We pledge to review all submissions promptly so that authors may submit their manuscript to other journals in the event of rejection.
Authors are strictly prohibited from submitting previously published work written by themselves or others. Likewise, authors are prohibited from submitting articles that include previously published data or other content, without appropriate reference. Submitted content may be assessed using originality detection software. Authors may, however, submit articles containing data or content previously reported in an abstract, conference proceeding, presentation, or unpublished academic thesis or paper. In such cases, authors must appropriately reference the original source and have the supporting documentation available upon request of an editor or reviewer.

**Authorship**
Submission of a manuscript implies that all listed authors meet all four requirements detailed in the ICMJE Recommendations, when applicable:

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.
4. Agreement to be 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.

All individuals who meet the aforementioned criteria should be listed as authors. Individuals who meet some, but not all, of the criteria should be noted in the “Acknowledgments” section after written consent is obtained from the contributing individual. All authors must be able to detail the specific contributors of co-authors upon request of an editor or reviewer. It is the responsibility of the authors and appropriate research institutions, not JCEMS, to appropriately assign authorship.

The corresponding author is responsible for communications with JCEMS editors throughout the submission, review, and post-approval process. The corresponding author is responsible for ensuring that manuscripts are submitted in accordance with the guidelines detailed in this document. The corresponding author must be clearly noted on the manuscript cover page.

Requests to add, remove, or rearrange the order of one or more authors in the authorship list after submission must be made in writing. The corresponding author must submit an electronic or print letter detailing the reason(s) for the requested change. All authors – including the author to be added or removed – must submit an electronic or print letter of agreement with the change.

**Personal Communication**
Unpublished data or other information obtained through personal communication may be included in articles, provided the individual and means of communication (written or oral) are identified in the manuscript text. An example might read: “All patient charts are reviewed weekly by the student QI/QA officer prior to review by the agency’s medical director (oral communication with Medical Director John Smith, MD)”. Authors must include a signed statement from the source(s) of personal communication indicating that individual(s) consent to being identified in the article.

**Corrections**
Requests to make corrections in an article should be submitted by the corresponding author in writing (electronic or print) to the Editorial Board. If the article is already published, a correction notice and updated version of the article noting the change will be published immediately. If the requested corrections invalidate a scientific article’s results, the article may be retracted.
Open Access

JCEMS is committed to freely disseminating research and other scholarly work to the collegiate EMS community and the public. All JCEMS articles and other content will therefore be published open access at CollegeEMS.com, which means that all content will be freely available to subscribers and the public. Open access publication ensures that content will reach the widest audience and have the greatest impact. Authors and readers can access, share, print, and distribute JCEMS content for free, provided the authors and JCEMS are appropriately cited.

We waived our article processing charge (APC) to remove all barriers for JCEMS authors to publish open access. Unlike most open access journals, JCEMS does not charge authors to submit or publish articles.

Licenses and Copyright

All content published in print or online versions of JCEMS are published under the Creative Commons Attribution 4.0 International (CC BY 4.0) License. This license promotes open access dissemination of all content published in JCEMS. By submitting to JCEMS, authors agree to have the CC BY 4.0 license applied to their work. The full license is available at: https://creativecommons.org/licenses/by/4.0/. In brief, anyone is allowed to reuse a JCEMS article—in part or in full—for any legal purposes, including for commercial uses. Anyone may copy, redistribute, or adapt the work provided (1) the author and the original source (JCEMS) are appropriately cited, (2) a link to the CC BY 4.0 license is provided, (3) any changes are indicated, and (4) legal terms or technological measures that restrict the terms of the CC BY 4.0 license are not applied. Provided all terms of the license are followed, the freedoms associated with the CC BY 4.0 license cannot be revoked.

Submission Guidelines

Submission Deadlines

To be considered for the first issue of our print journal, the deadline is November 1st, 2017; however, manuscripts classified as Original Research may be submitted for consideration in the first print issue by December 1st, 2017. The deadline is extended for Original Research manuscripts to provide sufficient time for researchers to conduct studies and analyze data.

Manuscripts are also accepted on a rolling basis. You may submit content at any time for online publication or publication in subsequent issues of the print journal.

Selecting a Manuscript Type

Authors must select a manuscript type, which should be clearly denoted on the cover page.

Manuscripts of the following types undergo double-blind peer review:

Original Research: Manuscripts featuring original research results, including results from clinical research on pre-hospital emergency care or research on training methods, operational procedures, administrative practices, provider perceptions, student development, pre-hospital ethics, etc.

Original research manuscripts may report the results of surveys, chart reviews, or data obtained through other quantitative methods. Although quantitative methods are standard in medical and healthcare research, JCEMS also welcomes original research that employs qualitative, conceptual, or philosophical methods. Manuscripts featuring original research are prioritized in our review process.
Case Reports: Manuscripts reporting a specific clinical situation, operational incident, administrative or ethical challenge, organizational model, or novel initiative or project. In addition to describing the steps taken by the provider(s) or agency, a Case Report should provide extensive background on the issue and discuss what should be done in similar instances with appropriate reference to available and pertinent guidelines, protocols, and peer-reviewed literature. For manuscripts that describe a specific situation, challenge, project, etc. without extensive reference to the literature and evidence-based recommendations, please see Perspectives and Opinions.

Reviews: Manuscripts that review the available literature, guidelines, or protocols to address a specific question or issue of relevance to the collegiate EMS community. Grounded in research and theory, review articles are expected to have clear implications for clinical, operational, administrative, or educational practice.

Manuscripts of the following types undergo editorial review:

News and Commentary: Manuscripts featuring news and updates about collegiate EMS agencies, campus health and safety initiatives, and conferences or events. Commentary and discussions about recent events of relevance to the collegiate EMS community are also welcome.

Perspectives and Opinions: Manuscripts featuring individual viewpoints or interpretations of a topic of relevance for the collegiate EMS community. Discussions about emerging or controversial issues are particularly welcome, provided authors acknowledge and integrate alternate points of view. Manuscripts that feature a discussion about a specific clinical situation, operational incident, administrative or ethical challenge, organizational model, or novel initiative or project may also be classified as a Perspectives and Opinions piece; however, such a manuscript should be classified as a Case Report if it features extensive literature review and evidence-based recommendations.

Advice and Practices: Manuscripts featuring advice or “how-to” information regarding clinical, operational, administrative, or educational aspects of collegiate EMS. Concrete examples are expected, and references to research literature, guidelines, protocols may be included.

Product Reviews: Reviews of a specific product or collection of products that may be utilized by collegiate EMS providers or campus safety personnel. Evidence of successful implementation in the collegiate environment is strongly preferred. Any conflicts of interest of the author(s) must be disclosed in the “About the Author” section. Conflicts of interest will be considered in the review process and noted in published articles. Product developers and manufacturers who wish to have their product reviewed should contact the Editorial Board at JCEMS@CollegeEMS.com. Please see the Publishing Ethics section for more information.

Letters to the Editor: Brief letters written in response to an article published in JCEMS. Letters may serve to develop, critique, or discuss the implications of published work. Letters should be submitted within 12 weeks of the original article’s publication. The original author will always have the opportunity to respond to the letter. Letters may also be openly addressed to the Editor-in-Chief to provide commentary on a collective set of pieces published in JCEMS or on JCEMS’ broader context within the scholarly EMS community.

JCEMS also welcomes submissions of the following content, which will undergo editorial review:

Images: Images of collegiate EMS providers, equipment, operational activities, etc.


**Videos**: Videos of trainings, presentations, events, etc.

**Training Materials**: Powerpoints, skills-sheets, scenarios, etc.

**Agency Documents**: Standard operating guidelines, patient care reports, etc.

Authors are encouraged to contact our Editorial Board at JCEMS@CollegeEMS.com if they are interested in submitting content that does not fit any of the listed manuscript types, or if they are unsure which manuscript type describes their work.

**General Formatting Guidelines**

Unless otherwise specified, the following guidelines apply to all manuscript types:

**About the Author**

Manuscripts that will undergo editorial review (News and Commentary, Perspectives and Opinions, Best Practices, Product Reviews, Letters to the Editor) should include a brief section of no more than 100 words per author that will appear at the end of your article. The section should detail the author(s)’ credentials and qualifications for writing on the given topic. We also invite authors to submit a small thumbnail image to be included in this section (JPEG or PNG format).

**Cover Page**

Cover page should include the following information: (1) list of authors with titles (MD, PhD, NRP, etc.), (2) author affiliations including location and department (if applicable) of affiliated institution/organization (3) emails of all authors, (4) identification and full contact information for corresponding author, (5) proposed title of manuscript, (6) acknowledgment of grant or other financial support (see Declaring Funding Sources) (7) disclosure of conflicts of interest (see Declaring Conflicts of Interest), and (8) text word count (excluding abstract).

**De-Identification**

Manuscripts submitted for double-blind, peer review (Original Research, Case Reports, or Reviews) should have all content that could be used to identify the authors or their respective institutions from the manuscript (excluding the cover page).

**Document Settings**

Files should be saved as “[last name of corresponding author, first name - manuscript type: proposed article title]”. Articles should be saved and submitted as .doc or .docx files. Tables and figures may be included within the .doc or .docx file and attached as a separate Microsoft Excel file. Images should be saved and submitted as .jpeg or .png files. Text should be written in Times New Roman, 12 pt. Font.

**Images**

Images may be submitted independently or as an accompaniment to a manuscript. Please ensure that images are high resolution and that the authors have the right to reproduce the image(s) for commercial purposes. Images should be saved as .jpeg or .png files and attached as separate files in the email submission. A brief caption to be published under the image should be provided within the manuscript text. A note should also be provided within the manuscript text describing the desired placement of the image with respect to the manuscript text (ex: “Please place the image saved as ‘CPR Mannequin’ between these two paragraphs”).
placement note will be removed prior to publication. We will attempt to place the image as requested, but please know that formatting requirements may demand the image is placed elsewhere with respect to the text.

**Length**
- *Original Research* and *Reviews* should not exceed 5,000 words (excluding abstract, tables, figures, and references).
- *Case Reports* should not exceed 3,500 words (excluding abstract, tables, figures, and references).
- *News and Commentary, Perspectives and Opinions, and Best Practices* should not exceed 2,500 words (excluding references).
- *Product Reviews* should not exceed 1,500 words. Letters to the Editor should not exceed 1,000 words.

**References**
Format references in accordance with the *American Medical Association (AMA) guidelines*.

**Supplementary Materials**
Supplementary Materials may include additional information for the invested reader that goes beyond the scope or allowed space of the manuscript. These may include additional tables, figures, images, or details on research methods, statistical analysis, etc. Supplementary Materials will be published online and may include color. *Original Research* manuscripts featuring survey data are encouraged to include the full survey in Supplementary Materials. Supplementary Materials should be saved as a .doc or .docx file with the filename “[last name of corresponding author, first name - Supplementary Material: proposed article title]” and submitted as a separate email attachment.

**Tables and Figures**
All tables and figures should be referred to within the text. Tables should be numbered by order of appearance within the text using Arabic numerals (Table 1, Table 2, etc.). Figures should be numbered by order of appearance within the text using Arabic numerals (Figure 1, Figure 2, etc.). Both tables and figures should be embedded within the text (or Supplementary Materials) AND attached as separate Microsoft Excel file. Editors should be able to directly edit all tables and figures within Microsoft Excel for formatting purposes. Informative captions should be placed above tables and below figures. Tables and figures should be provided in black and white; color versions may be provided in Supplementary Materials for online publication. Please know that the size and location of tables and figures may be altered to meet formatting requirements.

**Video**
Video(s) may be submitted independently or as an accompaniment to a manuscript for online publication. When included as an accompaniment to a manuscript, videos should be referred to within the text. Videos should be numbered by order of appearance within the text using with Arabic numerals (Video 1, Video 2, etc.). If you wish to submit a video, please contact our Editorial Board at JCEMS@CollegeEMS.com for further instructions on formatting and submission guidelines.

**Formatting Guidelines for Manuscript Text Sections**
Manuscripts should be divided into sections and formatted depending on manuscript type (as described below). Sections may be divided into subsections at the discretion of the authors.

**Original Research**

Abstract: A structured abstract of no more than 200 words. Includes the following sections: Background,
Objectives, Methods, Results, and Conclusion.

Introduction: Describe the background, context, and relevant literature on the topic. Identify the importance of the issue and how the investigation is novel and relevant to the collegiate EMS community. Explicitly and succinctly state the goal or objective of the research.

Methods: Describe the design of the study and interventions provided in sufficient detail for replication. Detail criteria and methods used to select, recruit, and enroll participants. Note how informed consent was provided and how participant privacy was protected. For reports of surveys, detail how the survey questions were developed, tested, and validated, and note response rates. Discuss how measurements were made and how data was collected. Discuss how data was analyzed with reference to the specific statistical methods employed and software used. Authors may consult “Reporting Statistical Information in Medical Journal Articles” for more information. Reports of randomized controlled trials are expected to adhere to the CONSORT statement. Note the institutional review board or ethics committee which approved the research, or note that review was waived (if applicable). Provide appropriate references to previously published descriptions of the methods. If non-traditional methodologies are employed, a thorough description of each method and an explanation of the reasons for its selection should be included.

Results: Describe the characteristics of study participants and the main quantitative or qualitative findings. Authors may consult “Reporting Statistical Information in Medical Journal Articles” for information on reporting statistical results. Data may be provided in tables or figures when appropriate.

Discussion: Summarize major findings. Discuss results in terms of relevant previously published literature, guidelines, and protocols. Discuss the importance and implications of the findings for the collegiate EMS community. When warranted by the findings, specific recommendations (clinical, operational, administrative, or educational) may be given. Discuss further research that is necessary, including specific recommendations for future studies when applicable.

Limitations: Discuss limitations which might affect the validity of the results. Discuss limitations in terms of applying the results and conclusions to a wider population than that which was directly under investigation. When applicable, discuss how the effects of the stated limitations were minimized and how they might be avoided in future studies.

Conclusion: Succinctly summarize the major findings, implications, recommendations, and limitations.

Acknowledgments: Acknowledge individuals who assisted with research or writing, but who do not meet the full criteria for authorship (see Authorship). Acknowledge the source of funding or financial support, or indicate that funding was not obtained. Acknowledge any conflicts of interest.

References: Format references in accordance with the American Medical Association (AMA) guidelines.

Case Reports

Abstract: A structured abstract of no more than 200 words. Includes the following sections: Background, Case Report, and Conclusion.

Introduction: Describe the background, context, and relevant literature on the topic. Identify why a collegiate EMS provider, leader, or advisor should be aware of the particular case.
Case Report: Describe the patient presentation, operational incident, administrative challenge, etc. and the steps taken by the provider(s) or agency.

Discussion: Discuss lessons learned and what should be done in similar instances with appropriate reference to available and pertinent guidelines, protocols, and peer-reviewed literature. Reports should acknowledge and discuss any limitations in relying on the report for agencies with different operational or administrative structures.

Conclusion: Succinctly summarize the major details of the case, steps taken, and lessons learned.

Acknowledgments: Acknowledge individuals who assisted with research or writing or otherwise participated in the case, but who do not meet the full criteria for authorship (see Authorship). Acknowledge the source of funding or financial support, or indicate the funding was not obtained. Acknowledge any conflicts of interest.

References: Format references in accordance with the American Medical Association (AMA) guidelines.

Reviews

Abstract: A structured abstract of no more than 200 words. Includes the following sections: Background, Objectives of Review, Methods [only for systematic reviews and/or meta-analyses], Results [only for systematic reviews and/or meta-analyses], Discussion, and Conclusion.

Introduction: Describe the context for the review. Identify the importance of the issue and its relevance to the collegiate EMS community. State why the review is necessary, and what the review will contribute above and beyond what has already been published on the topic. Explicitly and succinctly state the goal or objective of the review.

Methods: Only for systematic reviews and/or meta-analyses. Systematic reviews and meta-analyses of clinical research or therapeutic interventions are expected to comply with reporting guidelines in the PRISMA statement.

Results: Only for systematic reviews and/or meta-analyses. Systematic reviews and meta-analyses of clinical research or therapeutic interventions are expected to comply with reporting guidelines in the PRISMA statement.

Discussion: Critically evaluate and discuss the available literature, guidelines, or protocols pertinent to the given topic. Identify the major trends and findings from the literature. Discuss implications and, when appropriate, provide recommendations for clinical, operational, administrative, or educational practice. Discuss limitations of the review (e.g. reporting bias, additional sources not reviewed). Discuss the direction in which research on the topic is heading and, when appropriate, provide recommendations for further research.

Conclusion: Succinctly summarize the major findings, implications, and recommendations.

Acknowledgments: Acknowledge individuals who assisted with research or writing, but who do not meet the full criteria for authorship (see Authorship). Acknowledge the source of funding or financial support, or indicate that funding was not obtained. Acknowledge any conflicts of interest.
References: Format references in accordance with the American Medical Association (AMA) guidelines.

Other Manuscript Types
Manuscripts which undergo editorial review (News and Commentary, Perspectives and Opinions, Best Practices, Product Reviews, Letters to the Editor) may be formatted as authors see fit. Dividing content into sections is recommended to increase organization and readability.

Submissions of Images, Video, Training Materials, or Agency Documents should be accompanied by a brief cover letter, written to the Editorial Board, describing the submission and its relevance to the collegiate EMS community. Submissions should also be accompanied by a brief (250 word maximum) description to be published alongside the content.

Submission Declaration Form
Every listed author must complete and sign a copy of our Submission Declaration Form (below), if acceptable. Signed copies of our Submission Declaration Form must be attached to the manuscript submission.
Submission Declaration Form
The Journal of Collegiate Emergency Medical Services (JCEMS)

Every listed author must complete and, if acceptable, sign a copy of this form. Each author’s form should be submitted as an attachment along with the manuscript.

Name: ________________________________________________________________________
Email: ________________________________________________________________________
Corresponding Author (Name and Email): _______________________________________________________________________________________
Proposed Manuscript Title: ____________________________________________________________________________________________

Please check all boxes which apply.

☐ I declare that the research and writing has been conducted in accordance with the guidelines presented in the “Ethics in Research and Publishing” section of the JCEMS Guide for Authors.

☐ I declare that the submitted manuscript is original, that neither the work nor similar work has been previously published (except in an abstract, conference proceeding, presentation, or unpublished academic thesis or paper), and that the work is not currently under consideration for publication elsewhere.

☐ I declare that I will not submit the work for publication elsewhere while the work is under consideration by JCEMS without first notifying the Editorial Board of JCEMS.

☐ I declare that I fulfill the four criteria for authorship of the International Committee of Medical Journal Editors ICMJE Recommendations (please check each box that applies):
☐ Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work.
☐ Drafting the work or revising it critically for important intellectual content.
☐ Final approval of the version to be published.
☐ Agreement to be 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.

☐ I declare that all authors fulfill the four criteria for authorship, listed above, to the extent of my knowledge.

☐ I declare that all individuals or groups who made substantial contributions to the work, but who do not meet the full criteria for authorship, have been acknowledged for their specific contributions in an “Acknowledgments” section.

☐ I declare that no funding has been obtained to conduct the research and/or writing associated with this work; OR
☐ I declare that all funding sources have been previously stated in the “Acknowledgments” section of the manuscript.

☐ I declare that I have no conflicts of interest; OR
☐ I may have a potential conflict of interest. I have completed and will submit the ICMJE’s Conflicts of Interest form along with the manuscript (http://www.icmje.org/conflicts).

☐ I declare that all authors have acknowledged any potential conflicts of interest, to the extent of my knowledge.

☐ I hereby grant JCEMS the right to publish the manuscript in print and on-line versions under a Creative Commons Attribution 4.0 International (CC BY 4.0) license, pending acceptance of the manuscript. The CC BY 4.0 license may be found at: https://creativecommons.org/licenses/by/4.0/.

By signing below, I declare that I have read and understood this Submission Declaration Form. All information in this form is accurate and complete, to the extent of my knowledge.

Signature: ________________________________ Date: __________________________
Print Name: __________________________________________________________________________
Manuscript Submission
Please ensure that the manuscript is prepared in accordance with the most up-to-date version of our Guide for Authors. Email submissions to JCEMS@CollegeEMS.com. Although it is preferred that the corresponding author submit the manuscript, any author is permitted to submit. The email subject line should be “[last name of corresponding author, first name - manuscript type: proposed article title]”. For manuscripts that will undergo double-blind, peer review (Original Research, Case Reports, or Reviews), a signed copy of our Submission Declaration Form should be attached for every listed author. Images and Supplementary Materials should be attached as separate documents. Submissions of Images, Videos, Training Materials, or Agency Documents should be accompanied by a brief cover letter.

The corresponding author will receive notification within two weeks that the submission has been received. If notification is not received within two weeks, it is acceptable to email our Editorial Board at JCEMS@CollegeEMS.com to confirm receipt.

Submission Review Process

Double-Blind Peer Review
Manuscripts classified as Original Research, Case Reports, or Reviews will undergo a double-blind, peer review process. 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. Reviewers are recognized experts in the particular topic featured in the manuscript. Articles presenting original research will be reviewed by reviewers with expertise in the specific research field, methodology, and data analysis presented. Reviewers will be double-blinded, meaning that neither the author nor the reviewers will know the identity of each other. Articles may also be reviewed by additional members of our Editorial Board who will be blinded to the author.

Reviewers 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 reviewer or Editorial Board member with an advanced clinical degree (e.g. MD, DO, PA-C, or 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 in our scholarly journal, major or minor revisions in the article’s content and/or writing will be necessary. Revisions for original research articles may include the need for additional data collection and/or analysis. Articles will undergo a second round of peer review after revisions are completed. 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.

JCEMS employs a double-blind peer review process to ensure that articles are fairly reviewed without bias in accordance with strict ethical and professional guidelines. 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 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*.

**Editorial Review**
Manuscripts classified as *News and Commentary, Perspectives and Opinions, Best Practices, Product Reviews, or Letters to the Editor,* and Images, Videos, 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.

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-C, or 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 author 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.

**Become a Reviewer**
Individuals with expertise in EMS research and relevant fields, as well as demonstrated academic and scholarly achievement, may apply to become reviewers. Interested reviewers should consult our *Guide for Editors and Reviewers* for detailed information on qualifications, expectations, benefits, and the application process.

**After Acceptance**

**Online and Print Publication Options**
We will publish a seasonal journal available in-print and online, as well as exclusive web content year-round, at *CollegeEMS.com*. Our print journal will be available via subscription. All content online will be available to the public, open access.

Accepted manuscripts classified as *Original Research, Case Reports,* or *Reviews* will be published in our print journal following double-blind peer review. The articles will also be available online, open access, immediately upon acceptance of the final versions.

Accepted manuscripts which undergo editorial review (*News and Commentary, Perspectives and Opinions, Best Practices, Product Reviews, Letters to the Editor*) will be published online following editorial review; selected manuscripts in these categories will be published in our print journal as well.

Accepted Images, Videos, Training Materials, or Agency Documents will be published online, open access, following editorial review.
Advertisement Disclaimer

**JCEMS** publishes all content open access without charging authors a submission fee or article processing fee. In order to cover the costs associated with reviewing, publishing, and distributing content, **JCEMS** will rely on the support of our sponsors and partners. We will therefore publish advertisements in our print journal and on our website. By submitting an article or other content, you agree to have advertisements placed within, or next to, your article or other content regardless of whether your article is published in our print journal and/or website. **JCEMS** will never embed advertisements within the text of peer-reviewed articles, but may place advertisements on the same web page as peer-reviewed articles.

Placement of an advertisement in our print journal or website does not imply endorsement by **JCEMS**, our Editorial Board, or our authors. **JCEMS** may employ third party services which place advertisements on our website. Neither **JCEMS**, our Editorial Board, nor our authors accept responsibility or liability for the content of third party advertisers.

If you identify an advertisement on our website that displays content, which you believe does not reflect the values or ethical standards of **JCEMS**, we urge you to contact our Editorial Board at JCEMS@CollegeEMS.com. We pledge to quickly remove third party advertisements containing content that does not reflect our values or ethical standards.

Article Promotion

**JCEMS** maintains a robust social media platform to promote content. Published content will receive widespread recognition via posts on Facebook, Twitter, and LinkedIn. By submitting to **JCEMS**, authors declare that **JCEMS** may post your article or other content on social media platforms including, but not limited to, Facebook, Twitter, and LinkedIn. If an author does not wish for their published article or other content to be publicized or posted on any of our social media accounts, an author should contact our Editorial Board at JCEMS@CollegeEMS.com. We will always respect the wishes of our authors to refrain from posting articles on our social media platforms.

We strongly encourage authors to widely disseminate their work, provided **JCEMS** and the authors are appropriately recognized. We encourage authors to post their articles and notices of publication in **JCEMS** on social media platforms, institutional websites, and news sources. We also encourage authors to share their work with the collegiate EMS community, their professional network, colleagues, and friends. We welcome questions from authors regarding best practices in publicizing their work.

Copyright © 2017: The Journal of Collegiate Emergency Medical Services. All rights reserved.