



The Journal of
COLLEGIATE EMERGENCY MEDICAL SERVICES

GUIDE FOR EDITORS & REVIEWERS

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Introduction to JCEMS

Aims and Scope

The Journal of Collegiate Emergency Medical Services (JCEMS) [ISSN: 2576-3687 (Print), 2567-3695 (Online)] is the official, peer-reviewed journal of the National Collegiate Emergency Medical Services Foundation. Established in 2017, JCEMS publishes the only scholarly journal and news source dedicated exclusively to the collegiate and campus-based 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.

The field of campus-based prehospital emergency care is concerningly underrepresented in the scholarly literature and in popular sources. 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, open access content from recognized scholars and experts, we encourage and mentor budding leaders, clinicians, and researchers –students and young alumni– to develop high caliber articles and research projects.

JCEMS publishes seasonal print issues and provides all content online on its open-access website (CollegeEMS.com). We welcome original research manuscripts, case studies, and reviews. In addition, we invite 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.

Editors

Nicholas M.G. Friedman, BA, EMT-B • Editor-in-Chief

Brittany J. Dingler, BA, PA-S • Executive Editor

The Editors can be reached by email at JCEMS@CollegeEMS.com.

Editorial Board

Our Editorial Board is composed of clinicians, researchers, educators, and leaders with extensive records of service in collegiate EMS and emergency medicine.

Jose Victor L. Nable, MD, MS, NRP • Georgetown University School of Medicine, Washington, DC

Matthew J. Levy, DO, MS, FACEP • The Johns Hopkins University School of Medicine, Baltimore, MD

David Goroff, MS, NRP • New Castle County EMS, New Castle, DE

Albert Jagoda, MD • Skidmore College, Saratoga Springs, NY

Brent Campbell, BA, AEMT-CC • Ambulance Service of Fulton County, Gloversville, NY

Patricia Bosen, MSN, FNP-C • Skidmore College, Saratoga Springs, NY

Lauren N. Gorstein, BA, EMT-B • Skidmore College, Saratoga Springs, NY

Michael W. Dailey, MD, FACEP, FAEMS • Albany Medical College, Albany, NY

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.

National Collegiate Emergency Medical Services Foundation

About NCEMSF

Founded in 1993, the National Collegiate Emergency Medical Services Foundation (NCEMSF) is a 501(c)(3) non-profit organization committed to scholarship, research and to creating a safer, healthier environment on college and university campuses through the support, promotion, and advocacy of campus-based EMS. NCEMSF is committed to the advancement of existing response groups and assisting in the development of new response groups. NCEMSF serves as an umbrella organization supporting its approximately 250 constituent member colleges and universities in providing campus-based EMS. NCEMSF provides a robust network of supportive professionals and alumni as well as a forum for education and communication between its constituent members.

Partnership with JCEMS

On its 25th Anniversary, NCEMSF formed a partnership with JCEMS to promote collegiate EMS scholarship and to spark immediate and sustainable progress in the young, growing field of campus-based prehospital emergency

care. NCEMSF serves as the official sponsor and parent foundation of JCEMS and provides networking, administrative, and financial support. JCEMS and NCEMSF collaborate to help guide collegiate EMS providers and organizations in the development of research projects and the production of publishable work.

To ensure rigor and independence in the editorial process, the JCEMS Editorial Board maintains editorial autonomy. The NCEMSF Board of Directors has no authority to determine the content to be published in JCEMS, and members of the NCEMSF Board of Directors are not eligible to serve on the JCEMS Editorial Board. Members of the NCEMSF Board of Directors may be invited to serve as peer reviewers. Individuals affiliated with NCEMSF, who do not serve on the Board of Directors, may be invited to serve on the JCEMS Editorial Board or as reviewers.

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 first-aid volunteers and lifeguards

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).

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.
- Provide an unbiased review. 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.

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

Reviewers may be invited by the Editor-in-Chief or a designated member of the Editorial Board. In addition, 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.

Join the Editorial Board

Qualifications

Our Editorial Board is composed of clinicians, researchers, educators, and leaders with extensive records of service in collegiate EMS and emergency medicine. 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.
- Assist in the selection process of new reviewers and Editorial Board members.

Benefits

JCEMS Editorial Board members 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.

Manuscript 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, Advice and 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 undergo a double-blind, peer review process. JCEMS employs a double-blind peer review process to ensure that manuscripts 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*.

During the process, manuscripts are initially 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 Editors or Editorial Board members who will identify at least two independent reviewers. Reviewers are recognized experts in the particular topic featured in the manuscript. Manuscripts 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. Manuscripts 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 with an advanced clinical degree (eg, MD, DO, PA-C, or NP) prior to acceptance.

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

Editorial Review

Manuscripts classified as News and Commentary, Perspectives and Opinions, Advice and Practices, Product Reviews, Editorials, Letters to the Editor, and Images, Videos, Training Materials, or Agency Documents undergo editorial review. Manuscripts are initially 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 selected Editors and 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 are further reviewed in terms of their implications for practice for collegiate EMS providers, leaders, advisors, and affiliated personnel. Manuscripts containing clinical or medical information are reviewed by at least one Editorial Board member with an advanced clinical degree (eg, MD, DO, PA-C, or NP) prior to acceptance.

After the first stage of peer review is complete, authors are notified whether their manuscript has been accepted or rejected, or whether author revisions are necessary. In most cases, prior to acceptance, major or minor revisions in a manuscript's content and/or writing will be necessary. Manuscripts may undergo a second round of editorial review after revisions are completed. Prior to publication, our editorial and publishing team will provide copy-

editing and formatting assistance. Authors will receive a final, edited version of their article prior to publication. Final decisions on manuscript publication will be made by the Editor-in-Chief, or a designated member of the Editorial Board without any relevant conflicts of interest.

Manuscript Review Form

Reviewers who accept an invitation to review a manuscript are expected to submit a Manuscript Review form and an attached review within 14 days of receiving the invitation. The Manuscript Review form is available at: <https://www.collegeems.com/manuscript-review-process/>.

Join the Volunteer Team

The JCEMS Volunteer Team assists the Editors and 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 Editors 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 Editors.

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