
General criteria for submission

All submissions must comply with the following criteria:

- Submissions should be topical and of interest to students of health related professions.
- The applicant must be the first author of any article, including research, submitted to the MSJA for publication.
- Authors must be currently enrolled in a medical degree or in another health degree. The journal also accepts graduates who have finished their degree within the previous two years.
- All articles submitted must correspond to one of the submission categories and comply with the related category's guidelines in the 'Determine Your Article Type' section.
- All articles submitted must be in accordance with the copyright conditions and submission specifications that are outlined below.

Copyright

Manuscripts will be reviewed for publication in the MSJA with the understanding that the article has not been published elsewhere. Copyright for all submissions remains with the author. Authors should note that if articles are selected for publication in the MSJA, subsequent publication in other journals may not be possible. The MSJA will not be held responsible for any copyright issues that may arise with other journals in the event of publication elsewhere. This is strictly the responsibility of the author/s of the article.

Submission Specifications

Formatting

All submissions should adhere to the following specifications:

- British English spelling
- Typed, double-spaced, size 11, Times New Roman font
- Microsoft Word format
- Top, bottom and side margins should be 30mm
- Abbreviations and symbols: Only use standard abbreviations, avoiding abbreviations in the title of the article. Spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention e.g. Medical Student Journal of Australia (MSJA). Standard units of measurement are not required in this format.

- All pages should be numbered consecutively in the top right-hand corner (starting with the cover page as page 1)
- De-link 'EndNote' or any other referencing tool from the document before submission
- Submit articles as a single Word document file
 - Cover page, abstract (where one is needed), main article and references all within the one Microsoft Word document
- Please name files in the following way:
 - Author's surname and first initial (no spaces)_keyword from title of article_date of submission
 - E.g. SmithJ_Dementia_020413.

References

- The MSJA uses the NLM style for referencing.
- A reference list should be included at the end of the article.
- References are to be in numbered format and placed in the text and in brackets.
- References are to be numbered in the order they appear.
- References are not included in the word count.
- Please do not submit references in EndNote (or similar program) format.
- The responsibility for providing accurate references lies with the author.

Examples for referencing include:

Standard journal article

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25;347(4):284-7

Book author

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.

Monograph (written account on a single area or subject of interest)

Borkowski MM. *Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation].* Mount Pleasant (MI): Central Michigan University; 2002.

Monograph on the Internet

Foley KM, Gelband H, editors. *Improving palliative care for cancer [Internet].* Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

Homepage/Website

Cancer-Pain.org [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

For more examples, a list of sample references is available at: http://www.nlm.nih.gov/bsd/uniform_requirements.html

General information on references and the NLM referencing style is available at the website for the International Committee of Medical Journal Editors, found at: <http://www.icmje.org/#prepare/>

Journal abbreviations can be found at <http://www.efm.leeds.ac.uk/~mark/ISlabbr/>

Tables

- Please format tables using a plain table grid with all borders included and no shading, with size 11, Times New Roman font.
- Place tables on a separate page at the end of the article (after the reference list).
- Tables must also be supplied as a separate file in their original format (e.g. Word, Excel).
 - Please use the following labeling guidelines for each file:
 - Author's surname and first initial (no spaces)_keyword from title of article_table number (e.g. SmithJ_Dementia_Table1)
- The tables should be numbered in consecutive order as they are referred to in-text.
- The title should be clear and explain the contents of the table without needing to refer to the text. The title of the table should be placed **above** the table.
- Footnotes to the table should be used for explanatory matter rather than placing this in the heading.
- Tables need to be supplied in a way in which the meaning of the numbers/content of the table can be deduced. In all cases, a total number (N) should be given.

Figures and images

- All graphs and illustrations (e.g. photographs, flow charts) are classified as figures.
- All figures should be placed on a separate page at the end of the main Word document (after the reference list).
- All figures must also be supplied as a separate file in their original format (Excel or jpg, etc as necessary).
 - Please use the following labelling guidelines for each file:
 - Author's surname and first initial (no spaces)_keyword from title of article_figure number (e.g. SmithJ_Dementia_Figure1)
- All figures must be original and copyright must be held by the author unless approval has been provided from their original source. Evidence of such approval must be provided with the submission as a separate document.
- Labelling:
 - Figures should be numbered in consecutive order in relation to where they are referenced in-text.
 - Please provide a suitable title for each figure. The title should be placed **below** the figure.
- Graphs and charts:
 - Graphs must be constructed using Excel and should be clear and simple with minimal formatting.
 - Legend, numbers, % should all be clearly indicated.
 - Pie charts should be labelled with the number (%) placed in the wedges of the chart. If wedges are too small within the pie chart to accommodate the label, place label outside of the pie with an arrow to indicate its reference.
 - Histograms and bar diagrams should have a legend where it is required and axes that are clearly labelled.

- For ease of formatting, please also provide the original data in Excel Word format from which the graph was generated.
- Photographs:
 - Please provide photo images in high resolution (at least 300 dpi)
 - Provide the source and copyright status of each picture

Cover Page

All submissions must include a cover page.

The cover page must include the following:

(v) Title of the article

(ii) Author/s details:

- Full name
- Abbreviated qualifications
- Full address of institutional affiliation (includes the educational institution the student attends or the health facility at which the graduate/professional is employed)
- Student year/employment position at time of publication
- Contact details for correspondence (must include email address)

(iii) A Declaration of Own Work Statement in the following format: "I declare that this article is entirely the work of myself and co-authors, and any material from other sources is correctly acknowledged." Following this declaration each author must type/sign their name and date.

(iv) Word count (main text and abstract, as applicable)

(v) Indicate the category under which the article is being submitted eg original research.