

Checklist for Student Paper Submissions to the JDMS

- Student is paired with an advisor from their program
 - a. The assigned advisor should be familiar with scientific writing style and willing to guide the student through the entire writing process, as he/she sees fit, to make the initial submission and to help with revisions and resubmission.
- Student generates an appropriate topic
 - a. Topic should typically include one of the following; advanced procedure, important protocol, comparison of efficacy between modalities, case studies, literature review/pathology investigation.
 - b. Student should perform initial literature review on the topic before submitting to advisor.
 - c. Advisor should approve /modify topic according to student presentation.
 - d. Topic should be something for which students can obtain images (or have already obtained images).
- Student references the [JDMS Author's Manual](#) FREQUENTLY for formatting and submission guidelines
 - a. All sections (abstract, title page, manuscript body, conclusion) should follow AMA guidelines as appropriate.
 - b. Please note that all authors, including the advisor/program director if they will be included, must be added during the manuscript submission process. Late additions to author names at the proof stage will not be accepted.
 - c. Acknowledgements are generally not accepted unless the person's contribution was scientific in nature (please do not include family members, friends, other students, teachers, or anyone else who might give away the author's identity).
- Student obtains high quality images
 - a. If images used are from the clinic site be sure to remove all PHI and bring images into HIPAA compliance.
 - b. Images from an internet source requires permission. The JDMS offers a template for requesting [Permission to Reprint](#). All images from external sources require proper acknowledgement.
- Student submits the paper to the advisor for feedback
 - a. Advisor should check for all items detailed in this document including manuscript format, citations, and compliance with [JDMS Author Manual](#) guidelines.
 - b. Advisor is encouraged to make edits and adjustments to bring paper to a standard that is publishable. When this occurs, advisor becomes one of the authors on the manuscript.
- Student revises/rewrites the paper and resubmits to advisor who critiques the paper and confirms that final draft follows the criteria for article submission to the JDMS.
 - a. If advisor doesn't feel the paper is an 'A' quality paper, the student should not be encouraged to submit to the JDMS.

Common Errors Made in Student Submissions

Advisors should be on the watch for common writing mistakes when critiquing student manuscripts:

1. Sources should be from **peer reviewed journals**. Journals are best to find current information.
 - a. **Seldom** should one use websites and textbooks.
 - i. Textbooks contain old/noncurrent information.
 - ii. Websites generally provide an overview and should be avoided in formal writing, including sites like webmd, uptodate, or dynamed.
2. Paper should be written in third person.
 - a. First and second person should be avoided in a formal writing and personal comments should be excluded.
3. Direct quotes should rarely be used.
 - a. Citations should be paraphrased and cited...not directly quoted.
4. Citing an entire written paragraph should be avoided.
 - a. **Citations should occur after each sentence** that is paraphrased not at the end of a paragraph.
 - b. The reader should know which source to reference for each fact stated.
5. Do not cite common knowledge.
 - a. If the information is general knowledge (like a definition or general anatomy information) then put all references away and write it in your own words. In this case, a citation is not needed.
6. Paragraphs should not be too short or too long.
 - a. Paragraphs should contain similar information and should be at least 3 sentences long but not more than 8-10 sentences.
7. Do not use parentheses to make personal comments.
 - a. Sometimes novice writers want to tell the reader extra information such as why they included the sentence above. This is not appropriate in formal writing.
 - b. Personal commentary should be excluded from scientific writing. Just the facts!
8. The verb tense should not change through the paper.
 - a. The only time past tense can be used is when talking about a patient case or previous research, otherwise the present tense is used.
9. Abstract should be a document that can stand alone (without the paper for reference).
 - a. It shouldn't have references cited from the paper. Write it so it doesn't need references.
 - b. If abbreviations are used, the abbreviations have to be re-identified the first time they are used in the paper.
 - c. It should introduce the topic and give the general results that are noted in the paper.
10. Conclusion section should not present new material.
 - a. Conclusion should be a review/summary of information within the paper.
11. AMA Quick Reference Guide: <http://www.lib.jmu.edu/citation/amaguide.pdf>