

Medical Education Journal (MEJ-IAP), the official journal of the Medical Education Chapter-Indian Academy of Pediatrics, is a peer-reviewed journal with a biannual circulation of print/e-copies. This Journal follows Committee on Publication Ethics guidelines. *MEJ-IAP* recommends that authors follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals formulated by the International Committee of Medical Journal Editors (ICMJE).

Only manuscripts that meet the aims and scope of the *Medical Education Journal* will be reviewed. Please read the manuscript submission guidelines thoroughly for the preparation of the manuscript. Kindly visit the journal's manuscript submission site.....to upload your manuscript. Please note that manuscripts not conforming to these guidelines will be returned.

As part of the submission process, you will be required to warrant that you are submitting your original work (i.e., you have the rights to the work), that you are submitting the work for first publication in the Journal, and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you. *Medical Education Journal* will not accept submissions of papers that have been posted on any pre-print servers.

1. Open Access

Medical Education Journal is an open-access, peer-reviewed journal. Each article accepted by peer review will be made freely available online immediately upon publication. There are no charges for submitting an article to the journal.

2. Article processing charge (APC)

The *Medical Education Journal* does not charge any article processing or publication fee.

3. What do we publish?

3.1 Aims & Scope

Before submitting your manuscript to *Medical Education Journal*, please ensure you have read the Aims & Scope of MEJ.

Medical Education Journal is the official journal of the Medical Education Chapter of the Indian Academy of Pediatrics. Medical Education Journal is a peer-reviewed biannual journal that publishes quality articles and disseminates information related to Medical Education with an emphasis on Pediatric Education. However, the journal also accepts articles submitted by authors from other specialties.

The journal aims to address all aspects of medical education at undergraduate, postgraduate, and continuing education levels. This includes curriculum design, development, and evaluation; teaching-learning and assessment methods, feedback, mentorship, scholarship, faculty development, educational leadership, quality assurance, education policies, research,

etc. to cater to the needs of teachers and administrators involved in training health professionals.

The journal aims to publish a variety of articles - Editorial, Original Research articles, Review articles, Perspective, Updates, Short Reports, Correspondence, Commentary, Methodology Improvisations (innovation), Snippets, Meeting Reports, and Medical Education event Announcements.

3.2 Article types

| Article Type | Description | Word Count Abstract | Word Count/References Text | Maximum Number Tables/ Figures |
|--------------------------|---|--------------------------------------|---|---|
| Editorial | Written by the members of the Editorial team or Medical Educationists invited by the Editorial team. Intended to inform readers of changes concerning the journal, or to introduce supplements, special issues, or new ideas relevant to the journal. | - | 1000-1500 / 5-10 | 1/ 1 |
| Original Articles | These should detail original experiments/research conducted by the authors in the field of medical education. Original research must add to scientific knowledge on the subject and must be completed by ethical principles. Research on humans must have applicable ethical approvals. The main text of the manuscript should be arranged in sections on Introduction, Methods, Results, and Discussion. However, the Methods section should always include a sub-heading of ‘Statistical analysis.’ Each manuscript should be accompanied by a structured abstract with the following sub-headings: background, study design, objectives, methods, results, conclusion, keywords, disclosure & acknowledgement. | 200-300 | 2500-3000 / 15-35 | 3/3 |

| | | | | |
|--------------------------------------|---|---------|----------------------|-----|
| Review Articles | The journal encourages the submission of review articles addressing recent advances. A review is a detailed examination including the benefits and drawbacks of a program, policy, or anything else appropriate to the journal. They are substantially composed of a report on previous research. An abstract with the following sections: Context (describing the question or issue and its importance in medical education), Evidence acquisition (describing the data sources used, including the search strategies, years searched, and other sources), Results (major findings of the review with the greatest emphasis laid on the findings based on highest quality evidence), and Conclusion (emphasize how faculty should apply current knowledge). Authors should take care to avoid unnecessary self-citation. | 200-300 | 2500-3000 / 20-45 | 3/3 |
| Methodology Improvisation | Methodology Improvisation manuscripts explain a new methodology or an improvement in existing methodologies of teaching-learning or assessment. An unstructured abstract should be included. Methodology improvisation is a concrete example while commentary will be more of an abstract ideology. | 75-100 | 800-1000 | 1/1 |
| Perspective | These submissions cover challenging and controversial topics of current interest in medical education, where the opinions in the field of medical education might differ. The related issues could be regional, national, or global. Typically, presenting an opinion based on practical experience, these manuscripts are similar to opinion articles but stem from personal experience of the | - | 500-750/ 3-10 | 1/1 |

| | | | | |
|---|--|--------|----------------------|-----|
| | subject discussed. The submission must be voiced in critical but humble and respectful language. More than one viewpoint may be published by different authors together on a topic. Both faculty and students may submit their manuscripts under this section. Perspective differs from commentary such that it is related to controversial topics having different interpretations while commentary will be related to any novel idea of the author(s). | | | |
| Update/ Short Report (Recommendations/ Guidelines) | Short write-ups on recent recommendations/revisions of standard guidelines issued by the National Medical Commission, National and Global organizations on topics of interest to Medical Teachers will be published in this section. An unstructured abstract should be included. Only the most relevant changes from the previous version should be provided in a tabular form. | 50-100 | 800-100/ 3-10 | 2/2 |
| Letter to the Editor | Letters commenting upon recent articles in the Medical Education and Research Journal (MER) are welcome. Such letters should be received within three months of the article's publication. At the Editorial board's discretion, the letter may be sent to the authors for reply and the letter alone or the letter and reply together may be published after appropriate review. | - | 500-750/ 3-5 | -/- |
| Snippets | This section invites commentaries on recent articles published in other medical education journals during the last 6 months. | - | 500-750/ 3-5 | 1/1 |
| Commentary | Commentaries discuss the findings, implications, and/or outcomes of specific research or wider research on a general topic. They elaborate on or offer | 75-100 | 750-1000/ 3-5 | 1/1 |

| | | | | |
|---|--|---|---------|-----|
| | <i>original ideas</i> about a specific paper or a widely researched subject. Commentaries differ from reviews in that they present the <i>author's original ideas and suggestions</i> instead of only collating and reporting the previous research. Commentary differs from Letter to the Editor in the way that it is not related to any recently published paper. | | | |
| Meeting Report | A concise report on any special activity or an event conducted in the field of medical education like any Conference, CME program, or Workshop may be submitted. | - | 500-750 | -/1 |
| Announcements of upcoming events | Institutions/ Educational Organizations may announce important upcoming events in the field of medical education under this section. | - | 400-500 | -/1 |

4. Editorial policies

4.1 Peer review policy

To help the Editor in his preliminary evaluation, this is important to provide all required details on the Title page. Please indicate on the cover letter why you think the paper is suitable for publication in MEJ. If your paper should be considered for fast-track publication, please indicate the reason in the cover letter. *Medical Education Journal* adheres to a double-anonymized reviewing policy in which the identity of both the reviewer and author are always concealed from both parties. The journal's policy is to have manuscripts reviewed by a minimum of two expert reviewers. The journal follows a double-blind peer review policy and aims to provide the first decision on the manuscript within 12 weeks of submission.

The Editor or members of the Editorial Board may occasionally submit their manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor/Board member will not be involved in the decision-making process.

4.2 Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors and the copyright form has been submitted. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors. The list of authors should include all those who can legitimately claim authorship.

This is all those who:

1. Made a substantial contribution to the concept or design of the work; or acquisition, analysis, or interpretation of data,
2. Drafted the article or revised it critically for important intellectual content,
3. Approved the version to be published,
4. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should meet the conditions of all the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

4.3 Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

4.4 Third-party submissions

Medical Education Journal does not allow any third-party submissions.

4.5 Writing assistance

Individuals who provided writing assistance, e.g., from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual's name, company, and level of input – and identify the entity that paid for this assistance.

Any acknowledgments should appear first at the end of your article before your Declaration of Conflicting Interests (if applicable), any notes, and your References.

4.6 Funding

Medical Education Journal requires all authors to acknowledge their funding consistently under a separate heading.

4.7 Declaration of conflicting interests

It is the policy of *the Medical Education Journal* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgments, and before the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

For guidance on conflict of interest statements, please see the ICMJE recommendations.

4.8 Research ethics and patient consent

Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section that participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative. Please do not submit the patient's actual written informed consent with your article, as this breaches the patient's confidentiality.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants

4.9 Clinical trials

Medical Education Journal conforms to the ICMJE requirement that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL and registration number must be included at the end of the abstract.

4.10 Reporting guidelines

The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed CONSORT flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and meta-analyses should include the completed PRISMA flow chart as a cited figure and the

completed PRISMA checklist should be uploaded with your submission as a supplementary file. The EQUATOR wizard can help you identify the appropriate guideline.

Other resources can be found in NLM's Research Reporting Guidelines and Initiatives.

5. Publishing policies

5.1 Publication ethics

MEJ is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' International Standards for Authors

5.2 Plagiarism

Medical Education Journal takes issues of copyright infringement, plagiarism, or other breaches of best practices in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgment, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of the department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

5.3 Prior publication

If the material has been previously published, it is not acceptable for publication in MEJ.

5.4 Contributor's publishing agreement

Before publication, MEJ requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement.

6. Preparing your manuscript

6.1 Word processing formats

The preferred format for your manuscript is Word. LaTeX files are also accepted. The manuscript should be typed in Times New Roman, with font size 12, justified (text distributed evenly between margins of the page), and 1.5 spacing in between the lines.

6.2 Artwork, figures, and other graphics

For guidance on the preparation of illustrations, pictures, and graphs in electronic format, please visit Author Submission Guidelines. Figures supplied in color will appear in color online.

6.3 Supplementary material

This journal can host additional materials online (e.g., datasets, podcasts, videos, images, etc) alongside the full text of the article. These will be subjected to peer review alongside the article.

6.4 Reference style

Medical Education Journal adheres to the Vancouver style.

.

7. Submitting your manuscript

7.1 How to submit your manuscript

To submit your manuscript to *Medical Education Journal*, please visit the manuscript submission site and ensure that references are formatted with the Vancouver style.

7.2 Title, keywords, and abstracts

The title page should mention the type of submission; the title of the manuscript; a short running title (50 characters); 3-5 keywords in alphabetical order; Name, highest academic degree, and affiliations(s) of all the authors; word count (abstract); word count (text); the number of tables and figures; the number of references; Institutional Ethics Committee approval (Ref no.) in case of Original Article; Information about financial support; conflicts of interest; and contribution of each author. The Title Page should provide the name, affiliation, phone, and email ID of the Corresponding Author.

The title, keywords, and abstract are key to ensuring readers find your article online through online search engines such as Google and PubMed.

7.3 Information required for completing your submission.

Provide full contact details for the corresponding author including email, mailing address, and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately from the main text of the article to facilitate anonymous peer review. You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must

match what appears in your manuscript. At the submission stage, please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

7.4 Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures, or lengthy quotations previously published elsewhere.

8. On acceptance and publication

The *Medical Education Journal* does not charge any article processing or publication fee. If your paper is accepted for publication after peer review, you will first be asked to complete the contributor's publishing agreement. Your article will be published online in a fully citable form with a DOI number as soon as it has completed the production process.

9. Further information

Any correspondence, queries, or additional requests for information on the Manuscript Submission process should be sent to the *Medical Education Journal* editorial office as follows:

Name and Email of Admin team from MEJ.....