

Italian Journal of Emergency Medicine

Aims and scope

Italian Journal of Emergency Medicine is a peer-reviewed, open access journal that publishes original research articles, review articles, in emergency medicine.

Editorial policies:

The following publication policies are applied:

1) Submissions:

Online submission:

itjem@simeu.it

2) Authors Guidelines

Articles must be submitted by one of the authors of the manuscript. The principal/corresponding author will be required to submit a Copyright Letter (see point 5) along with the manuscript, on behalf of all the co-authors . The author(s) will confirm that the manuscript (or any part of it) has not been published previously or is not under consideration for publication elsewhere. Furthermore, any illustration, structure or table that has been published elsewhere must be reported, and copyright permission for reproduction must be obtained.

Itjem publishes

Editorials – The editorials are written in house by the journal's Editorial Team. Editorials should be about 1000 words.

Papers – Papers report the results of original research.

Full length papers should only in exceptional cases exceed 4000 words .

The word limit does not include text in the abstract (max. 300 words), headings, references, figures and tables.

A maximum of five tables/figures is allowed.

Short reports should not exceed 1200 words and under no circumstances be more than 1500 words. A maximum of one table or illustrations is allowed. Abstracts of short reports should be no longer than 100 words.

Commentaries – Commentaries are opinion pieces or reflections on papers previously or currently published. The format is free but it seems like an essay. No abstract is necessary, but the sections of the manuscript should be as follows: title

page , main text , acknowledgements , conflict of interest statement , references.

The main text should not exceed 1200 words. The maximum number of references is 10.

Letters – Letters to the editor should be about 500 words and do not need an abstract. However, a short heading should be suggested.

Articles and Books reviews – The Reviews should be about 450 words.

Itjem can publish an article of an opinion leader, on request of the editorial staff, free from editorial guidelines

Permissions

Authors are reminded that it is their responsibility to comply with copyright laws.

Manuscripts

Only articles in English are considered for publication.

The text should be justified. Number pages consecutively, beginning with the title page. Begin each of the following sections on separate pages in the following order: title page, abstract and keywords, text, acknowledgements, references, tables (each table on a

separate page, complete with title and footnotes), figure legends and figures.

3) Article structure

Title page (begin on a separate page)

The title page should carry

- a) the title of the article, which should be concise but informative;
- b) first name and last name of each author, and institutional affiliation;
- c) name of department(s) and institution(s) to which the work should be attributed
- d) name, address, telephone number and mail of author responsible for correspondence about the manuscript;
- f) source(s) of support in the form of grants etc.;
- g) a word count of the whole manuscript.

Abstract and keywords (one separate page)

Provide on a separate page a structured abstract of not more than 300 words under the following headings: Background, Methods, Results, Conclusion. We are aware that not all manuscripts, e.g. qualitative papers, can be structured according to this principle. Add three to five key words or short phrases to the bottom of the abstract page, which will assist us in indexing the article and which may be published with the abstract. Use terms from the Medical Subject Headings (MeSH) list of Index Medicus when possible.

Text (begin on separate page)

The text should usually be divided into the following sections: Introduction, Methods, Results Discussion and Conclusion.

Tables and illustrations

Figures have to be professionally designed. Figures and tables should be cited in the paper in a consecutive order. Each figure should be supplied in a separate electronic file, in vector art formats or bitmap formats. Every table must have a descriptive title.

Abbreviations and footnotes

Do not use abbreviations in the title or the abstract. Except for units of measurement, abbreviations are discouraged. Use only standard abbreviations. The first time an abbreviation appears it should be preceded by the words for which it stands.

Acknowledgements (one separate page)

A maximum of five printed lines are allowed for acknowledgements. All sources of funding for research must be explicitly stated. Other financial and material support, specifying the nature of the support, should be acknowledged as well. If the work has been presented orally previously, for example at a scientific meeting, then the name, place and date of the conference should be noted.

References

References must be typed with double spacing and must be numbered consecutively as they are cited (Vancouver style). References first cited in tables or figure legends must be numbered so that they will be in sequence with references cited in the text. Authors are discouraged from citing material that is not commonly available, e.g., databases, patents, computer files etc. Numbered references to personal communications, unpublished data and manuscripts in preparation or submitted for publication are unacceptable. The style of references is that of Index Medicus. List all authors when there are six or fewer; when there are seven or more, list the first three, then 'et al'. Identify references in text with Arabic numerals.

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Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

Authorship

All persons designated as authors should qualify for authorship. The order of authorship should be a joint decision of the coauthors. Each author should have participated sufficiently in the work to take public responsibility for the content. Corresponding authors will be requested to sign an authorship statement. Increasingly, multicentre trials are attributed to a corporate author. Information identifying the author should appear only on the title page of the manuscript. Upon acceptance, all authors must certify that they will take public responsibility for the content and provide any relevant data upon request. All authors can also certify that they have contributed substantially to conception and design or analysis and interpretation of the data, drafting or revision of content, and approval of the final version. Authors should state whether they had assistance: participating investigators and other persons who helped developing the work, and do not qualify as authors should all be listed in the Acknowledgement section of the manuscript.

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Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our Support site. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

4) Competing interest (CI) statement

It is the policy of Itjem and its various boards and committees to ensure that members in all of their activities avoid conflicts of interest or the appearance of conflicts of interest resulting from their activities as members of committees or boards of the journal.

Itjem considers very important that conflicts of interest and the appearance of conflicts of interest be avoided in the process of acceptance of the submitted papers.

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- All submissions must include disclosure of all relationships that could be viewed as presenting a potential conflict of interest. The Editor may use such information as a basis for editorial decisions, and will publish such disclosures in the published manuscript.
- Peer reviewers and handling editor are required to provide a CI Statement and that they not participate in reviewing any article when they have potential conflicting interests.
- All sources of funding should be declared as an acknowledgment at the end of the text.

5) License agreement

In submitting a paper to the Italian Journal of Emergency Medicine, the Principal/Corresponding Author will certify that he/she is authorized by his/her co-authors to enter into these arrangements and will warrant, on behalf of himself/herself and his/her co-authors, that:

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- He/she, and all co-authors, agrees that the article, if editorially accepted for publication, shall be licensed under the Creative Commons Attribution License 4.0.

6) Editorial Workflow

The following is the editorial workflow that every manuscript submitted to the journal undergoes during the course of the peer-review process.

Once a manuscript is submitted for publication, the manuscript is checked by the journal's editorial office to ensure that it is suitable to go through the normal peer review process. Once this is done, the manuscript is sent to an appropriate Editor based on the subject of the manuscript and the availability of the Editors. All manuscripts shall be handled by an Editor who does not have any potential conflict of interest with any of the manuscript's authors.

If the Editor finds that the manuscript may not be of sufficient quality to go through the normal peer review process, or that the subject of the manuscript may not be appropriate for the journal's scope, the manuscript shall be rejected with no further processing.

If the Editor finds that the submitted manuscript is of sufficient quality and falls within the scope of the journal, they should assign the manuscript to a number of external reviewers, provided that no conflict of interests exists between these reviewers and the manuscript's authors. The reviewers will then submit their reports on the manuscripts along with their recommendation of one of the following actions to the Editor:

- Publish Unaltered
- Consider after Minor Changes
- Consider after Major Changes
- Reject: Manuscript is flawed or not sufficiently novel

When all reviewers have submitted their reports, the Editor can make one of the following editorial recommendations:

- Publish Unaltered
- Consider after Minor Changes
- Consider after Major Changes
- Reject

The peer-review process is single blinded; that is, the reviewers know who the authors of the manuscript are, but the authors do not have access to the information of who the peer reviewers are.

Submission checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review. Please consult this Guide for Authors for further details of any item.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords

- All figure captions
- All tables (including title, description, footnotes)

Further considerations

- Manuscript has been 'spell-checked' and 'grammar-checked'
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)

Printed version of figures (if applicable) in color or black-and-white

- Indicate clearly whether or not color or black-and-white in print is required.

7) After Acceptance

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