THE UNIVERSITY OF NEW MEXICO ORTHOPAEDICS RESEARCH JOURNAL

INSTRUCTIONS FOR AUTHORS

The University of New Mexico Orthopaedics Research Journal (UNMORJ) highlights research done by the faculty, fellows, residents, students, staff, and alumni associated with the UNM Department of Orthopaedics and Rehabilitation.

General Policies

Articles are accepted for exclusive publication in the UNMORJ; previously published articles are not accepted.

Each author warrants that his or her submission to the journal is an original work.

All reports of prospective clinical trials submitted for consideration for publication must have been registered in a public trial registry such as clinicaltrials.org.

All manuscripts describing a study with human subjects must include a statement that the subjects provided informed consent to their participation and that the study was approved by an institutional review board.

All manuscripts describing a study in animals must include a statement that the study was approved by an institutional animal use committee.

The UNMORJ uses the criteria for authorship of the International Committee of Medical Journal Editors (ICMJE). That is, all persons designated as authors must (1) make substantial contributions to the conception and design of the work or the acquisition, analysis, or interpretation of data; and (2) draft the manuscript or revise it critically for important intellectual content; and (3) provide final approval of the version of the manuscript to be published; and (4) take responsibility for all aspects of the work, especially with respect to its accuracy and integrity.

All sources of financial support for research described in a submitted manuscript must be identified on the title page.

The UNMORJ does not require authors of articles published in the journal to assign copyright to the journal; copyright is retained by the authors.

All articles for the 2015 issue of the UNMORJ must be submitted to the Managing Editor, Renée Robillard, at rjobillard@salud.unm.edu by February 28, 2015.
Manuscript Format

The UNMORJ invites submission of the following types of original articles: reports on clinical or basic science research, case reports (including case series), reviews, and technical notes.

Manuscripts must be submitted as Microsoft Word documents. Use Times New Roman 12-point typeface and double space everything, including the list of references and the tables. Use 1-inch margins on the top, bottom, and both sides of each page. Do not justify the right-hand margin; use “ragged right.” Number all pages in the manuscript continuously, beginning with the title page, in the upper right-hand corner. With some minor exceptions, the UNMORJ follows the style, format, and usage guidelines described in the *AMA Manual of Style (10th edition)*.

Title Page

Titles of manuscripts should be concise, specific, and informative. Do not use abbreviations in the title.

Aside from the title, the title page should include (1) the authors’ full names, highest academic degrees, and affiliations; (2) the name and address of the corresponding author, including his or her telephone number, fax number, and email address; and (3) any sources of funding for the research described.

Abstract

An abstract must be included on the second page of the Word file containing the manuscript. Abstracts of original-research reports and reviews are limited to 250 words; abstracts of case reports and technical notes must be no longer than 150 words.

Original-research reports require a structured abstract with the following headings: Background/Purpose, Methods, Results, and Conclusions. Reviews, case reports, and technical notes do not require a structured abstract.

Text

Define all abbreviations at first mention. Use generic names for drugs and SI units for measurements.

Original-Research Reports

Original-research reports are limited to 2500 words, excluding the reference list, with the text organized under the following headings: Introduction, Methods, Results, and Discussion. Include a paragraph describing the limitations of the study at the end of the discussion section. No more than 25 references should be cited.
Case Reports

Case reports should be no longer than 1200 words, excluding the reference list, with the text organized under the following headings: Introduction, Case Report(s), and Discussion. Case reports should not contain an extensive review of the literature; the maximum number of references is 15.

Reviews

The maximum length of a review is 3200 words, excluding the reference list, which is limited to 35 references. The headings used depend on the topic.

Technical Notes

Technical notes describe a modification of, or a helpful “tip” for, a previously documented procedure. Technical notes are limited to 1200 words, excluding the reference list, with the text organized under the following headings: Introduction, Technique, and Discussion. Technical notes should not contain an extensive review of the literature; the maximum number of references is 15.

Acknowledgments

The acknowledgments section is placed at the end of the text, before the new page on which the reference list begins. People listed in the acknowledgments section are those who helped with some aspect of the reported research but do not meet the criteria for authorship described above. Examples of those who might be acknowledged are statisticians, laboratory technicians, physicians who contributed patient data but were not involved in the study design or preparation of the manuscript, administrators who secured funding for the research, and people who provided writing or editorial assistance.

References

All references must be cited in the text of a manuscript, in the order of their mention in the text, by using a superscript number. The reference list should not be alphabetized. “Personal communications” cannot be included on the list of references.

The reference list should begin on a new page placed after the end of the text of the manuscript. References are to be formatted in AMA style except that the abbreviations for journal titles and book titles are not italicized, there is no period after the abbreviation, and the complete number of the last page of the reference is not given (for example, use 345-9 instead by 345-349). Use the abbreviations for journal titles specified by the National Library of Medicine (PubMed). The names of all authors of each reference should be provided unless there are more than six, in which case the names of only the first three are given, followed by “et al.” Examples of the UNMORJ reference style are shown below:
Journal article


Book chapter


Entire book


Graphic Elements (Tables and Figures)

Tables and figures should complement, not duplicate, the text of a paper. Neither the tables nor the figures are embedded within the text of the manuscript: the tables are placed at the end of the Word file, whereas the figures are submitted separately as graphic files.

Tables

Tables are placed in the Word document after the reference list, with one table to a page. Use the Word table function, not PowerPoint or a spreadsheet, to compose tables. Each table must be numbered (Arabic numerals) and have a title at the top.

Figure Legends

All figure legends must be placed together, in the order of their citation in the text, on the last page of the Word document containing the text and tables. The figure legends should not be placed on the figures themselves. All figures must be numbered (Arabic numerals). Figures can have more than one part (for example, Figure 1A, Figure 1B, etc).
Figures

Each figure must be submitted separately in EPS, TIFF, PPT, or JPEG format.

Magnification, internal scale markers, and stains must be included on the figures when appropriate. Make sure that any information that could be used to identify a patient has been removed from photographs or other images.

For more information, please contact Renée Robillard, Managing Editor, The University of New Mexico Orthopaedics Research Journal, at rjrobillard@salud.unm.edu or 505-272-1223.