

MAS Journal
Instructions to Authors

Prior to submission of a manuscript to the *MAS Journal*, authors should read and be familiar with the *Journal's* policies.

Journal Section: Authors should select the Journal Section to which they are submitting their manuscript for publication. Journal sections include: State Of The Art Reviews, Cross-Disciplinary Reviews, Teaching/Mentoring Science, and Original Research.

Format: The manuscript should be prepared on standard page format (8.5 x 11.0 inches), double spaced, in a 12 point Times Roman typeface, with 1 inch margins. The manuscript should be prepared in Microsoft Word (MS Word 1997-2003 or higher. The manuscript should be divided into the following parts, in the following order:

- Title Page
- Funding sources and conflicts of interest
- Keywords and running title
- Abstract
- Abbreviations
- Text
- Acknowledgments
- References
- Tables
- Figure Legends
- Figures

Pages should be numbered consecutively starting with the Abstract. Specific instructions for each section follow.

Title Page: The Title Page must include the following information:

- The full manuscript title. Registered clinical studies should include the registration number in the title.
- The names of all authors, in order. Note that this is how author names will appear on the final article, and how author's names will be submitted for indexing services.
- The authors' institutional affiliations.
- Full contact information for the corresponding author (name, address, phone, fax, e-mail).

Funding Sources and Conflicts of Interest: The source of funding for the work should appear on page 2. All funding sources and potential conflicts of interest for each author should be detailed. If no conflict of interest is present, then an explicit declaration of no conflict is required.

Keywords: Please provide up to five keywords and a short running title, not to exceed 50 characters.

Abbreviations: All abbreviations used in the text should be identified. Since the audience for the *Journal* is multidisciplinary, do not assume that standard abbreviations in your field are standard across fields.

Abstract: The abstract should start page 3. An abstract of no more than 300 words should be provided for each work. For original research works, a structured abstract containing Background, Methods, Results, and Conclusions is suggested. For registered clinical studies, the registration number should be included in the abstract.

Body of Text: Subheadings in the body of the text can be flexible. In the original research section, it is expected that these subheadings would include: Introduction, Methods, Results, and Discussion. Drugs should be listed by their generic names with the proprietary name and manufacturer in parentheses. Devices and commercial products should also be listed as generically as possible, with the commercial name and manufacturer in parenthesis. Authors are encouraged to utilize standardized reporting guidelines where appropriate. Standardized reporting guidelines are available for the following types of studies:

- Studies of Diagnostic Accuracy
- Meta-analyses and Systematic Reviews
- Observational Studies in Epidemiology
- Meta-analyses of Observational Studies in Epidemiology
- Randomized Control Trials

Randomized clinical trials should follow the CONSORT statement recommendations for the reporting of randomized trials. All subjects should be accounted for, and a CONSORT flow diagram is highly recommended. Updates to these guidelines can be found at www.equator-network.org.

Acknowledgements: An acknowledgements section should recognize all individuals who contributed to the manuscript, but whose contributions do not rise to the level of authorship. Each author should also briefly detail their contribution to the manuscript.

References: Authors are responsible for the accuracy and completeness of the references. References should be cited by sequential numbering in the text, in brackets, in the order of appearance. Authors should check references against the PubMed list of retracted articles (www.pubmed.gov). Retracted articles should not be cited. The format for cited references should include all authors and a complete and unabbreviated journal title. References may be cited that are in press. However, the accepted version of the in press manuscript should be included as supporting information with the manuscript submission. Personal communications may be cited in brackets in the text, provided detailed written permission from the person cited is provided. Sample formats are shown below:

1. Venkataramanan R, Shaw LM, Sarkozi L, Mullins R, Pirsch J, MacFarlane GD, Scheller DG, Ersfeld DL, Frick M, Fitzsimmons W, Virji M, Jain A, Brayman K,

- Shaked A. Clinical utility of monitoring tacrolimus concentrations in liver transplant patients. *Journal of Clinical Pharmacology*. 2001; 41(5):542-551.
2. VanGilder C, MacFarlane GD, Harrison P, Lachenbruch C, Meyer S. The demographics of deep tissue injury in the United States: An analysis of the International Pressure Ulcer Prevalence Survey 2006 – 2009. *Advances in Skin & Wound Care* 2009; In Press
 3. Herzberg MC, MacFarlane GD, Liu PX, Erickson PR. The platelet as an inflammatory cell in periodontal diseases: Interactions with *Porphyromonas gingivalis*. In: Molecular Basis for Pathogenesis and Molecular Targeting in Periodontal Diseases. RJ Genco, S Mergenhagen, J McGhee, T Lehner, S Hamada eds. American Society for Microbiology, Washington, DC, 1994 pp. 247-255.
 4. Center for Medicare & Medicaid Services. Medicare Program. Changes to the hospital inpatient prospective payment systems and fiscal year 2008 rates: Final rule. www.cms.hhs.gov/quarterlyproviderupdates/downloads/cms1533fc.pdf. Published August 22, 2007, accessed December 17, 2007.
 5. Sackrison, JL, Body JJ, Ersfeld DL, Fenske JS, Cheblal H, Van Patten CM, Miller AB, Calleri M, MacFarlane GD. 2002. Hypovitaminosis D in an urban European population. *Journal of Bone and Mineral Research* 17:S459 (Abstract #M290).

Tables and Figures: Tables should be prepared in MS Word using the Table format, without gridlines. Tables should appear on separate pages. Table Headings should be self explanatory and contain units of measure where appropriate. Table footnotes should be kept to a minimum, using the following symbols in order: *, **, †, ††, ‡, ‡‡, §, §§.

Figures should be submitted as JPEG files. A resolution of at least 600 dpi is recommended for optimal reproduction. Figure legends should start on a separate page.

Potential Reviewers: Authors are encouraged to suggest up to three potential reviewers for their manuscript. However, the *Journal* is under no obligation to use or restrict review of the manuscript to the suggested reviewers.

Student Papers: The *MAS Journal* seeks to encourage the publication of student work, particularly that work which has received awards at Academy competitions such as the Winchell Undergraduate Research Competition, the Junior Science and Humanities Symposia, and the Minnesota State Science Fair. Students must choose the level of review that their paper will receive, which may influence potential future or continuing competitions. If students are considering submitting their work to additional competitions they are encouraged to discuss their publication status with the respective competition's rules committee. Peer-review status will be indicated on the published manuscript. Student Author Statements will require additional signatures from the student's parent or legal guardian and the student's advisor or mentor.