



# *Student Journal of the Minnesota Academy of Science*

## **Editorial Policies and Procedures**

The Student Journal of the Minnesota Academy of Science (MAS Student Journal) accepts submissions electronically at [www.MASStudentJournal.org](http://www.MASStudentJournal.org). Manuscripts submitted for consideration by the MAS Student Journal must not have been previously published in any form (abstracts at scientific conferences will not be considered prior publication). Manuscript content must not be substantially available in any public format, including internet web sites, prior to publication.

There are no page charges, reviewer fees, or administrative fees for publication in the MAS Student Journal. Articles will not be subject to word count limits; authors are expected to be concise.

### **Uniform Requirements for Journal Submissions**

The MAS Student Journal utilizes the Uniform Requirements for Manuscripts Submitted to Biomedical Journals developed by the International Committee of Medical Journal Editors. The full text of these requirements is available at [www.icmje.org](http://www.icmje.org). All authors are responsible for understanding the requirements set forth in this document. Manuscripts must conform to the Uniform Requirements and the instructions listed below.

### **Authorship**

All authors listed for the manuscript should meet the following criteria:

- Be willing and able to provide consent for submission and publication of the work.
- Have participated in both the research and the writing/editing/final approval of the manuscript.
- Be willing and able to publicly discuss and defend the content of the manuscript.

The provision of funding, access to samples or study material (in the absence of other contributions), or other logistical support is generally not considered sufficient to warrant authorship. Contributions of this sort should be recognized in the Acknowledgements. Any work carried out by students while under the supervision of a researcher receiving grant support must cite the grant number of that enterprise. All authors will be required to certify their contribution to the manuscript.

The MAS Student Journal accepts the World Association of Medical Editors ([www.wame.org](http://www.wame.org)) definition of ghost authorship as unethical. Furthermore, the MAS

Journal considers honorary authorships to be equally unethical. For manuscripts with multiple authorship, each author will be required to attest to the following:

- Having received a copy of the complete dataset.
- Agreement with the analysis methodology for the dataset.
- Agreement with the manuscript conclusions.

## **Clinical Trials**

All manuscripts describing studies involving human subjects must indicate in the Methods section that appropriate approvals (IRB and/or other applicable approvals) were obtained and that studies were conducted in accordance with the Declaration of Helsinki ([www.wma.net](http://www.wma.net)) and all appropriate jurisdictional ethical and legal standards. The MAS Student Journal does not consider proprietary registries to satisfy the requirement for clinical trial registration. Where appropriate, trials should include the CONSORT checklist ([www.consort-statement.org](http://www.consort-statement.org)). Authors are responsible for obtaining permission to use any survey instruments. It is generally unacceptable to adapt surveys without permission.

## **Privacy and Informed Consent**

The Methods section should clearly indicate that all subjects participating in clinical studies have been given the appropriate Informed Consent. Identifying details for study participants (including but not limited to: names, initials, photos, social security numbers, or hospital identification numbers) must be omitted from manuscripts in accordance with the Health Insurance Portability and Accountability Act (HIPAA – [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa) ). These details may be included only if reporting the details is essential to the scientific purposes and the authors have obtained the appropriate written informed consent and a HIPAA waiver. Such consent should be indicated in the manuscript.

## **Animal Studies**

Animal studies must conform to USDA and/or national and regional guidelines (<http://grants.nih.gov/grants/olaw/references/phspol.htm>) and/or all state and local requirements. Conformance to animal welfare guidelines should be indicated in the Methods section.

## **Duplicate and “Salami” Publications**

Manuscripts submitted to the MAS Student Journal will be expected to not substantially overlap already published articles, or works in process. If this occurs, the MAS Student Journal will publish a retraction notice. The MAS Student Journal also discourages the process of slicing data from a single research project or study period into different manuscripts published in different journals that do not address a unique and/or complete aspect of the described research (salami publications).

## **Manuscript Editing**

All manuscripts will be copyedited for clarity, grammar, spelling and style. The use of the passive voice is encouraged. The corresponding author will approve the galley proofs prior to publication. Authors are encouraged to provide two distinct email addresses for communication with the MAS editors. This is particularly important for high school seniors.

## **Open Access Policy**

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