MEDICAL SOCIETY OF DELAWARE
ACADEMIC CHANNEL
Overview for Submission of Articles

In 2021, the Medical Society of Delaware (MSD) made the decision to transition from our printed publication, *Delaware Medical Journal*, to utilizing an online "open access" model of publishing. Open access is a publishing model that provides freely available, digital, online information versus the traditional paid subscription model. While it is a newer form of scholarly publishing, many open access journals comply with well-established peer-review processes and maintain high publishing standards.

One of the most important advantages of open access publishing is that it increases the visibility and reuse of academic research to those all over the globe. Another advantage is the streamlined online submission system and efficient editorial review that allows publishing in a more timely fashion (weeks, not months).

MSD is now working with the *Cureus Journal of Medical Science* ("*Cureus*") and has established an "Academic Channel" as a landing page within the *Cureus* website related to publication activity for MSD. In addition to online access to publications, a digital digest will be published and distributed via email to the MSD members on an approximately three to four month frequency. Each digital digest will contain the articles newly published since the last digest publication. But don't wait for the digest to be emailed to you. Articles can be reviewed any time via the MSD Academic Channel (https://www.cureus.com/channels/medsocdel).

The *Cureus* publishing process may vary in length due to article complexity, length, and the availability of reviewers with sufficient domain knowledge. *Cureus* strives to publish articles within four weeks of submission.

Cureus publishes all accepted articles under a CC-BY license (creative commons license). It is the author's responsibility to obtain the appropriate permissions from the original publisher to republish any previously published text, figures, tables, supplementary information, etc. in an open access journal under a CC-BY license. *Cureus* does not accept articles that have previously appeared in a recognized peer-reviewed journal (as this represents dual publication). *Cureus* does accept submissions which have previously been presented at conferences or appeared in other "non-journal" venues (for example: blogs or posters).

The submission process now for uploading through the MSD Academic Channel on the *Cureus* site compared to submitting for consideration for publication in the print *Delaware Medical Journal* is much different and you may find it challenging at first. However, articles that satisfy editorial requirements, contain no fraudulent or dangerous science, and are accepted and published through *Cureus* will be indexed on PubMed Central, Web of Science, Google Scholar, as well as through the MSD Academic Channel and available to anyone through the open access format, providing unhindered access to your research.

Before You Get Started

As an introduction to publishing on the *Cureus* site, please ensure you have read the Author Instructions before starting your submission process. The Author Guide will review instructions and policies and procedures in more detail than can be outlined in this document. It is expected all submissions adhere

to the designated formatting requirements. Please write and format your article offline before starting your submission. You can then copy and paste the text into the appropriate section. Only the submitting author can edit the article, author names, and affiliations. If you are submitting on behalf of an author, you must sign in with the author's account before continuing. The Author Instructions will provide you with detailed information for each step of the process in submission.

Please ensure the article fits within the journal's scope by referring to the Topics Not Currently Accepted section.

Note that you have the ability to use different media with your article (figures, tables, videos, 3D model). Visit the Media Guide for detailed instructions on adding each media type, as well as seeing examples of unacceptable media.

Authors are required to suggest a minimum of five reviewers (with email addresses) when submitting their draft (i.e., "author-invited reviewers"). Inviting multiple reviewers helps to accelerate the review process. Peer-reviewers should have relevant domain knowledge. Credible reviewers should be those who are unbiased and will provide critical feedback. Medical students may not be invited to peer review. Reviewers are vetted by the *Cureus* editorial staff with a specific focus on relevant scientific expertise to ensure that comprehensive criticism is provided, thus ensuring the publishing process is both fruitful and efficient. Cureus makes available a list of eligible peer reviewers for you to search to see if your reviewer already has a Cureus account. If not, you'll be prompted to enter your identified peer reviewer's basic information. If your article is approved for peer review, each reviewer will receive an email invitation to review (and register with Cureus if they haven't already).

In addition to author-invited reviewers, the *Cureus* editorial staff will handpick selected members of the *Cureus* editorial board and/or allied specialists from the larger scientific community to review articles within their area of specialty. A minimum of two completed reviews are required to satisfy peer review and one of these reviews must be from a *Cureus*-invited reviewer (one from the author-invited reviewer list and one from the Cureus-identified reviewers). The MSD Academic Channel Editors also take part in the review process.

Overview of the Publication Process
https://www.cureus.com/author_guide#!/overview/step-by-step-overview

1. All articles must be submitted by an author through the online system. If you encounter technical issues during the submission process, please email support@cureus.com. Please be sure to utilize a legitimate email address for communication purposes.
2. The submitting author enters all article information and adds the article text along with any relevant media. The author is required to disclose any relevant conflicts of interest and adhere

to any relevant ethics statements. The author also enters contact information for at least five potential reviewers.

3. The author submits the article for Editor Check and a preliminary review by the *Cureus* editorial team. Based on this review, the article will be directed in one of the following ways:

    a. Approved for peer review – If all *Cureus* editorial requirements have been met, the article will be approved for peer review.
    b. If severe language issues are present, language editing from a third-party service will be required prior to resubmission.
    c. Deferred for revisions – The following issues will require correction by the author before our editorial review can proceed.

      - Scientific/study-related revisions needed
      - Too much text is duplicated from cited sources
      - Tables that are incomprehensible, contain multiple values in a single cell or are submitted as figures
      - Missing media items
      - Videos that don't play
      - Visible identifying patient information
      - Figures that are blurry, stretched, skewed, too dark or require cropping

    d. Desk rejected – The article is outside the scope of the journal, not applicable to the global health care community or is otherwise ill-suited for publication (e.g., faulty study design).
    e. Blocked – The article is in direct violation of submission policies (e.g., plagiarism, academic fraud, attempts to circumvent peer or editorial review). Submitting authors of articles blocked for plagiarism or fraud will be permanently banned from *Cureus*.

4. The article earns preliminary acceptance and is approved for peer review after all *Cureus* editorial requirements have been addressed.

5. The article is unlocked for editing when two reviews have been submitted, one of which must be from a *Cureus*-invited reviewer. (This requirement will be waived for all articles if no *Cureus*-invited review has been submitted within 21 days.) The author may now choose to:

    a. Wait for additional reviews before revising and submitting for publication approval (Editor approval) while also providing an explanation of the revisions.
    b. Make revisions and request that the article is re-reviewed by one or more reviewers who completed a review during the first round of review.
    c. Make revisions and submit for publication approval while also providing an explanation of the revisions.

    Authors have the option to end the peer review period for all reviewers once their article has satisfied the *Cureus* peer review requirements. Authors who are waiting on a *Cureus*-invited review (and have received at least one review from an author-invited reviewer) can also choose to end the review period for the remaining author-invited reviewers.

6. Once the article has been submitted for Editor Approval, an editor will conduct a final editorial review to confirm the article's suitability for publication. This includes ensuring that all reviewer comments have been acknowledged and addressed appropriately.

7. If the revised manuscript does not adequately reflect reviewer feedback, the editor is likely to defer publication of the article. The author is notified that further revision is required. If the

completed peer review is determined to be illegitimate, the review will be rejected and the article returned to peer review.

8. After the editor has completed their review the article will enter the copy editing queue. The copy editor may choose to email the submitting author directly with questions. The article is approved for publication when copy editing has been completed and the author is notified that they can now sign in and publish the article from their dashboard.

Overview of Instructions for Submitting Articles

Go to the MSD Academic Channel page to begin the process of submission –
https://www.cureus.com/channels/medsocdel

Authors should upload their articles through the Medical Society of Delaware Academic Channel, hosted on the *Cureus.com* website, so as to designate the article as a channel article.

Create an Account/Sign In
Before you can start the submission process, you will first need to create an account with *Cureus*. If you have an existing account with *Cureus*, please sign in.

Once you have created an account/signed in, click on the button on the MSD Academic Channel to "submit your research." You will be prompted to indicate whether your article is a channel article. Please select, "Yes, this is a channel article." This designates your article is an MSD Academic Channel article.

As indicated above, please read through all instructions first to ensure you have addressed the requirements before starting the submission process. It will save you time in the long run to modify your article to meet the requirements prior to uploading.

Please ensure you have read the Author Instructions before starting your submission process. The Author Guide will review instructions and policies and procedures in more detail than can be outlined in this document. Note: you will be requested to list five credible author-invited reviewers in the initial process, listing their name and email address. The system will contact them when it comes time for the peer review process. It is helpful to provide advance notice to your colleagues to ensure they are willing to assist.

Please remove any text styling before copying and pasting your text into the appropriate field in the submission process.

Designating Article type
https://www.cureus.com/author_guide#!/overview/accepted-article-types
The system will ask what type of research you are submitting. From the pull down menu, you have the choice of:

- Original Article – reports original research and is classified as primary literature.

- Review Article – gives an overview of existing literature in a field, often identifying specific problems or issues and providing a balanced analysis derived from available published work on the topic.

- Case Report – presents the details of real patient cases from medical or clinical practice.

- Technical Report – formal report designed to convey technical information in a clear and easily accessible format.

- Editorial – opinion or perspective piece on a relevant, timely topic. **NOTE: EDITORIALS WILL ONLY BE APPROVED IF SUBMITTED BY SENIOR CLINICIANS OR RESEARCHERS WITH AN ESTABLISHED *CUREUS* PUBLISHING HISTORY**.

Once you have designated the article type, it cannot be changed after moving on to the next section. Note the author and reference limitations for each type of article. Please be sure to understand the different types of submission and limitations before choosing.

High Level Overview of Requirements
https://www.cureus.com/author_guide#!/author-instructions/submitting-an-article

It is highly recommended to review the Author Guide for Submitting an Article to ensure your submission meets the expectations prior to actually starting the submission process. Below are just of few of the highlights outlined that are needed to satisfy the *Cureus* editorial requirements.

The Title must be in APA style format and no acronyms, initialisms, or abbreviations used, except for common abbreviations such as COVID-19, HIV, MRI, etc.

The abstract has a 3,500 character limit and are only permitted in original articles.

All articles must adhere to the Cureus formatting styles:
- No paragraph indentations or bulleted lists
- Only one line return after each paragraph
- Only one space between sentences

Numbers 1-9 should be spelled out except in cases of measurement (e.g., 7 mm). Numbers higher than nine should be entered numerically (10, 100, 463, etc.).

References should be cited using square brackets and should not be used anywhere in your article except for the in-text citations. Reference citations may be placed mid-sentence or at the end of a sentence (but before the period). For multiple references, list as follows: [1-4], [5,9-12], etc. Footnotes are not permitted. Citations are not permitted in figure, table, video, or 3D model titles, but should instead be included in the media legend or table cells.

Articles with one to two sentence conclusions will not be accepted.

Identifying Keywords - Users who have published an article in *Cureus* or opted in to our peer review panel will be prompted to select up to 20 keywords to ensure they are matched with articles in their areas of interest and expertise. When you start typing in the keyword field, a list of suggested keywords will be displayed so you can make your selection. (New keywords cannot be added at this time, but don't worry – the *Cureus* list is quite extensive.) Peer reviewers will then be matched with relevant articles based on their keywords.

Detailed Reference Formatting Requirements
https://www.cureus.com/author_guide#!/author-instructions/references

Please adhere to the following requirements for each reference type, paying particular attention to the following:

- References missing required information (page numbers, title, authors, etc.) will always be the responsibility of the author.
- Do not link to a website that no longer exists. (Defunct journals may still be referenced.)
- When referencing a book (chapter or whole), editors (if available), publisher, and publisher location must be listed.
- When referencing a journal article, only the first letter of the first word should be capitalized. (Note: Book titles should be listed in title case, i.e., the first letter of each word is capitalized.)
- Website references must include an access date and the name of the citation (i.e., not just the URL).
- List only the volume number of the journal. Issue and supplement numbers should not be included. If referencing a book chapter, please include the edition and volume numbers.
- Please list the page numbers of the cited chapter or article.
- The DOI number should be added to the end of the reference if available. The "DOI" abbreviation should not be included.
- All references must include a DOI or URL unless neither exist.

Managing Peer Review
https://www.cureus.com/author_guide#1/author-instructions/managing-peer-review

All submitted articles must undergo a single-blind peer review process in which reviewers know the identity of the authors, but the authors do not know the identity of the reviewers. Reviewers are made anonymous through *Cureus*' automated system. Once a reviewer accepts the review invitation, they are assigned a Greek letter to be used for identification purposes by the authors (e.g., Reviewer Alpha).

You can oversee your article's peer review from the My Documents tab of your account dashboard. You can monitor peer review progress with up-to-the minute statistics, remind invited reviewers or invite new reviewers, and view peer review comments as they are submitted.

You can end the peer review period for all reviewers once your article has satisfied the *Cureus* peer review requirements. If chosen, this option will expire all outstanding and in-progress reviews, with the exception of any reviews that were started within the prior 48 hours. These reviewers will be notified they have up to 24 hours to submit their review, however, the review period may end sooner if you revise and submit for publication approval.

If you are waiting on a *Cureus*-invited review (and have received at least two reviews from author-invited reviewers), you can also chose to end the review period for the remaining author-invited reviewers. If any of these reviewers started their review in the prior 48 hours, they will be notified that they have up to 24 hours to submit their review.

You have the option to request an additional round of review from one or more reviewers who completed the initial peer review. In some cases, *Cureus* editors will also invite reviewers to review the article again. The re-review process works a bit differently depending on whether the author or an editor initiated the re-review.