

INSTRUCTIONS TO AUTHORS

The Journal of Physician Assistant Education is the official journal of the Physician Assistant Education Association and is dedicated to advancing physician assistant (PA) education by publishing scholarly manuscripts germane to PA educators and by providing a forum for the sharing of ideas and innovations that will enhance the education of PA students.

GENERAL CATEGORIES

Selection of manuscripts for publication is based on anonymous peer review and emphasizes quality, originality, scientific content, and relevance to the discipline. Items are considered under the following general categories:

Research Articles: Publication of articles about the PA educational process is the primary purpose of the journal. These articles could include original research, scholarly reviews, reports of educational research, or papers describing the content and effectiveness of educational innovations pertinent to PA students. Manuscripts involving health services research and policy issues will also be considered under this category. In general, educational research that is of a smaller scale, such as single-program, single-cohort, and single-treatment studies, will not be considered for this section; the more appropriate venue for these studies is the Abstracts and Brief Reports feature section. The best research manuscripts include clear information as to why a study was undertaken, and comparison to a baseline of student performance on which an intervention was intended to improve.

Special Articles: This category is designed to encompass a wide range of descriptive, methodological, or scholarly articles relevant to PA education.

Communications: Reports and news from the Association will be published in this category.

Abstracts & Brief Reports: This category is designed for reports on research progress or abstracts of current working projects. Submissions for this category should be limited to 1,500 words and 10 references.

Features: Regularly occurring features focus on special areas of interest to PA educators. Cultural Perspectives, for example, focuses on the cultural aspects of medical practice and education. Feature articles are generally limited to 2,500 words. Feature articles should be submitted directly to the appropriate feature editor (see listing on page 3) or to the national office.

Letters to the Editor: Due to the journal's quarterly publication schedule, letters to the editor on topical issues can typically not be published while they are still timely and for this reason are discouraged. Letters commenting on previously published articles will be considered.

Research and Special articles must be submitted via the *JPAE* eJournal web portal at <http://jpae.msubmit.net>.

PEER REVIEW

All manuscripts submitted to *The Journal of Physician Assistant Education* are reviewed by the editor in chief or by members of the editorial staff. Manuscripts appropriate for peer review are then reviewed by members of the review panel and independent expert peer reviewers, as appropriate. Reviewers are blinded to the authors' identities.

MANUSCRIPT STYLE

Manuscripts should conform to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," which can be found on the web at http://www.icmje.org/urm_full.pdf. They must also conform to the requirements of *American Medical Association Manual of Style* (Williams & Wilkins, 2007, 10th ed.). Where the Uniform Requirements and AMA style conflict, as with some details of reference format, AMA takes precedence. Editorial staff will make minor corrections, but manuscripts not fundamentally conforming to AMA style will be returned to authors for correction prior to further review. Authors should pay particular attention to reference and citation style.

Manuscripts should be clear, succinct, and well documented and should use correct syntax, grammar, spelling, and symbols to ensure transmission of accurate information. Abbreviations and acronyms should be kept to a minimum. Text should avoid gender and racial bias and use inclusive language. Authors are encouraged to pay close attention to the quality of their writing and to repeatedly review and edit their work before submitting a manuscript. As Justice Brandeis said, "There is no great writing, only great rewriting."

The manuscript should be double-spaced, formatted to 8 1/2" x 11" page size, and have 1" margins. Pages should be numbered and should include a running head. Use one space following the period at the end of each sentence. Do not manually insert hyphens at the end of sentences or column breaks. The name, academic and professional credentials, and institutional or clinical affiliation of each author should appear only on the title page and nowhere within the body of the article. The corresponding author must be identified by including his or her name, address, phone, fax, and email address within the cover letter.

ELEMENTS OF THE MANUSCRIPT

Title page: Titles should be descriptive and summarize the most important elements of the manuscript. Limit titles to 125 characters in length.

Abstract: All manuscripts for consideration under Research Articles and Special Articles require an abstract of no more than 250 words. Research abstracts should include four sections — Purpose, Method, Results, and Conclusions.

Text: Generally, the length of the body of the text should be limited to 5,000 words (excluding abstract, references, tables, and figures). Manuscripts should provide background information on why the topic of the manuscript is important to PA education. Relevant literature should be reviewed and cited. Manuscripts reporting research or educational interventions should include a statement as to the research objectives and be divided into four sections — Introduction, Methods, Results, and Discussion.

Introduction: The introduction section should address what is being researched, why it is important, and how PA educators will benefit from the results. A brief review of the relevant literature should be included to establish the need for the research project or the educational intervention being reported.

Methods: The methods of both qualitative and quantitative research should be described in detail to facilitate full understanding of how the research was performed. Complete descriptions of

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sampling methods, instruments used, and methods of data collection and analysis should be included. Manuscripts reporting educational methods, curricula, or interventions should include the goals and objectives of these activities and the method(s) used by the authors for evaluating change.

Results: Results should be tied to the objectives and methods presented in the manuscript. Results are often most effectively reported in tables, reserving the text for general descriptive statements and clarifications.

Discussion: The discussion section should review the principal findings of the research, point out any methodological weaknesses of the study, and discuss the importance of the investigation. Conclusions should be drawn when supported by the data, and indications for further study should be advanced.

References: References should be numbered in the order in which they appear in the text, double spaced, and written in AMA style, as shown in the examples below. Each reference should include the names and initials of the author(s), title of the journal or book (journals should be abbreviated according to Index Medicus), the year, volume, number in parentheses if applicable, and first and last page numbers.

REFERENCE EXAMPLES

Journal:

1. Hudson CL. Expansion of medical professional services with nonprofessional personnel. *JAMA*. 1961;176:839-841.

Book Chapter:

2. Buck DB, Anderson GB. Utilizing diagnostic studies. In: Ballweg R, Stolberg S, Sullivan EM, eds. *Physician Assistant*. Philadelphia, Pa: Saunders; 1994:228-249.

Book:

3. Hooker RS, Cawley JF. *Physician Assistants in American Medicine*. New York, NY: Churchill Livingstone; 1997.

Unpublished Material:

4. Statler M, Sullivan D. The impact of promotion and tenure on physician assistant faculty. Paper presented at: Association of Physician Assistant Programs Annual Education Forum; November 4, 2005; Fajardo, Puerto Rico.

Rico.

Website:

5. American Medical Association. *AMA Code of Medical Ethics*. <http://www.ama-assn.org/ama/pub/category.html>. Accessed February 2, 2005.

Agency or Institutional Report:

6. US Department of Health and Human Services. Surveillance for selected public health indicators affecting older adults—United States. *MMWR Morb Mortal Wkly Rep*. 1999;48:33-34.

Appendixes: The use of appendixes is discouraged in *The Journal of Physician Assistant Education*. If the material is essential to understanding the article, it should be included as a table or integrated into the text of the article.

Tables: Tables should be self-explanatory, concise, and should include labels and explanatory notes sufficient to permit readers to understand without reference to the text of the article. All tables must be “called out,” ie, referred to in the text of the article.

Figures and Illustrations: Illustrations and figures must be in high-quality JPEG or EPS format. A legend should accompany all figures and illustrations. Legends should include sufficient explanatory information to permit understanding of the illustration or figure without reference to the text. Tables, figures, and illustrations must be submitted as separate files (please identify the file with author name: Table 1, etc.) as well as inserted into the article. Please contact Geraldene Darden (jpa@PAEAonline.org) for further information if needed.

MANUSCRIPT SUBMISSION

Submissions to *The Journal of Physician Assistant Education* must be made through a dedicated eJournalPress website, <http://jpa.ejournalpress.net>. For more information on submitting manuscripts or with questions, please contact:

Eileen Evans
Associate Editor
Email: jpa@PAEAonline.org
Telephone: (703) 548-5538

All manuscripts (except for letters to the editor and communications) must be accompanied by a cover letter, signed by all authors, which must include the fol-

lowing text:

I (we) certify that the enclosed manuscript, entitled [manuscript title], represents original work and that I (we) have reviewed the final version and approve it for publication. Neither this manuscript nor a manuscript with substantially similar content under my (our) authorship has been published or is currently being considered for publication by any other publication. This manuscript will not be submitted to another publication while it is under consideration by *The Journal of Physician Assistant Education*.

I (we) understand that if this manuscript, or a revised version of this manuscript, is accepted for publication by *The Journal of Physician Assistant Education*, the article will be copyrighted and will become the property of the Physician Assistant Education Association (PAEA). I (we) further understand that I (we) am (are) solely responsible for the content of the published article, including changes made during editing; I (we) will receive a copy of the edited manuscript to review and approve prior to publication.

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RESULTS OF REVIEW

A decision about acceptance, revision, or rejection will be sent to the corresponding author within 6 weeks of receipt of the manuscript by the editorial staff of *The Journal of Physician Assistant Education*. Manuscripts may be returned to the author(s) with suggestions for revision. Such manuscripts may require one or more revisions before a decision is made regarding acceptability for publication. After an article is accepted, it will be edited to conform to the *American Medical Association Manual of Style*, 10th edition. Authors are responsible for all statements made in their published manuscript including changes made in the editing process. The edited manuscript will be sent to the corresponding author for review and approval prior to publication.