

Guidelines for Authors

Perspectives on Medical Education (PME) is a non-profit, single-blind peer-reviewed open access journal. Thanks to the sponsorship of The Netherlands Association for Medical Education, there are no author publication charges to submit or publish an article in the journal and the full-text of all articles is freely available immediately upon publication. Articles are published with a Creative Commons attribution license (CC BY) and the author(s) retain the copyright of their article.

The mission of the journal is to support and enrich collaborative scholarship between education researchers and clinical educators, and to advance new knowledge regarding clinical education practices.

Manuscripts should comply with the ethical standards of *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (see <http://www.icmje.org/>).

At *Perspectives on Medical Education*, we continually aim to improve our journal and the experiences of its authors, reviewers and editors. To this end and to take an evidence-based approach, we have instituted an ongoing research program to investigate the journal's processes used in the handling of submitted manuscripts. If you are an author, reviewer or editor and would like to opt out of this research, please contact Lieda Meester: lieda.meester@bsl.nl. Participation or a decision to withdraw from participation does not impact the editorial consideration of submitted manuscripts.

Perspectives on Medical Education is committed to the Committee on Publication Ethics (COPE) Code of Conduct (<http://publicationethics.org/>). Authors should familiarize themselves with issues of publication ethics noted by COPE. In accordance with COPE, *Perspectives on Medical Education* welcomes manuscript submissions which comply with the following:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), and that it is not under consideration by another publication or medium. The only exception is in the case of preprints, which the journal does not consider a publication.
- If a manuscript concerns an expansion of previous work, the authors must provide transparency on the re-use of material to avoid the hint of text-recycling ('self-plagiarism').
- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (e.g. 'salami publishing').
- No data have been fabricated or manipulated (including images) to support the study's conclusions.
- No data, text, or theories by others are presented as if they were the author's own ('plagiarism'). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.

Important note: *Perspectives on Medical Education* uses software to screen for plagiarism.

Authorship

Perspectives on Medical Education adheres to the International Committee of Medical Journal Editors authorship criteria.

- Consent to submit has been received explicitly from all co-authors, as well as from the responsible authorities - tacitly or explicitly - at the institute/organization where the work has been carried out, **before** the work is submitted.
- Individuals named as authors on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

In addition:

- Authors are strongly advised to ensure that the author group, corresponding author, and order of authors are correct at submission.

- Requesting to add or delete authors or change authorship order after submission is a serious matter and will only be considered when justifiably warranted. Before consideration, written approval is required from all authors with an accompanying letter to the Editor-in-Chief that provides a convincing, detailed explanation about the role/deletion of the new/deleted author or authorship order change. In all cases, further documentation may be required to support your request. The decision to accept the change rests with the Editor-in-Chief and may be denied.
- Authorship changes are not accepted **after** acceptance of a manuscript.

Human Subjects Research

- If a manuscript reports on human subject research a statement indicating how ethical approval was sought to conduct the research (i.e. how an appropriate body, such as an Institutional Review Board (IRB) or Independent Ethics Committee (IEC), was consulted and whether approval was obtained) must be included.
- Dutch and Belgian researchers are expected to have sought approval with the NVMO-Ethical Review Board (NMVO-ERB).
- If an ethical body deems that no ethical approval was required for the study, authors must include the details of the decision in the manuscript.
- In situations in which no formal framework for ethical approval is currently available, the authors should include a statement confirming that the work was carried out in accordance with the Declaration of Helsinki (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>), including, but not limited to, there being no potential harm to participants, that the anonymity of participants was guaranteed, and that informed consent of participants was obtained.

Misconduct

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. Note that, upon request, authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc.

If misconduct has been established beyond reasonable doubt, this may result in the Editor-in-Chief's implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The basis for the decision will be described in the published erratum or retraction note.
- The author's institution may be informed.

Authors are strongly encouraged to read the COPE guidelines in their entirety.

Preprints

Perspectives on Medical Education encourages authors to deposit a preprint of their manuscript prior to submission for peer review on non-commercial servers such as bioRxiv, Open Science Framework Preprints, or medRxiv.

Upon submitting to *Perspectives on Medical Education*, authors must disclose in their cover letter that the manuscript has been deposited as a preprint and include any associated DOIs or accession numbers. Upon publication in *Perspectives on Medical Education*, authors are required to update any preprint version with a link to the final published article. More information on our preprint policy can be found at: <https://link.springer.com/article/10.1007/s40037-018-0451-8>.

Article Types

Article type	IMRAD Structured article	Abstract. (IMRAD Structured)	Suggested word limit	Suggested # of references	Key words	Figures and/or tables
Original Articles	Yes	Yes (yes)	3500	50	3-4	Max. total 5 figures and/or tables
Review Articles	Yes	Yes (yes)	3500	50	3-4	Max. total 6 figures and/or tables
Show and Tell	No	Yes (no)	2000	20	3-4	Max. total of 2 figures and/or tables
Eye Openers	No	Yes (no)	3500	50	3-4	Max. 5 figures and/or tables
Health Care and the Arts	No	Yes (no)	1500	20	3-4	Max. total of 2 figures and/or tables
Replication Studies	Yes	Yes (yes)	3500	50	3-4	Max. total 5 figures and/or tables
Debate in Medical Education	No	Yes (no)	1500	20	3-4	
A Qualitative Space	No	Yes (no)	3500	50	3-4	Max. total 5 figures and/or tables
Failures Surprises	No	Yes (no)	2500	15	3-4	Max. 1 figure or table
Letters	No	No (no)	400	3	3-4	No tables or figures

Perspectives on Medical Education invites the following types of submissions:

Original Articles report research in health sciences education. Generally, the text is limited to 3500 words, with no more than a total of 5 tables and/or figures and generally no more than 50 references. Some manuscripts take more words and/or references (e.g. multiple studies, complicated methodology), others less. Please make your manuscript as concise as possible.

Original articles should be structured following the IMRaD style: Introduction, Methods, Results and Discussion.

- **Introduction:** Introduces the problem, discusses relevant research and literature, and includes arguments as to how the research could contribute to the scholarship of medical education. The introduction should include a coherent conceptual orientation for the work, and enough background to give readers the sense of a thoughtful identification of a core topic, an analysis of what is and is not known about it, and proposals to fill a clearly identified gap in the literature. Authors are advised to read the following publication on writing an introduction: Lingard, 2015,4(5):252-3. <http://link.springer.com/article/10.1007/s40037-015-0211-y>
- **Methods:** Includes justification for the methods used in the study, with a description which is clear enough to be replicated by other researchers or with a clear indication of the rigor of the research process for qualitative work. Information on the ethical approval should be included.
- **Results:** Principal findings presented clearly and succinctly, with appropriate use of tables and figures.
- **Discussion:** Includes a statement of the principal findings; description of what this paper adds to extant literature; strengths and weaknesses of the study; strengths and weaknesses in relation to other studies, discussing important differences in results; meaning of the study, both theoretical and practical, with possible explanations and implications for clinicians and policymakers; unanswered questions and future research. Authors are advised to read the following publications on writing a discussion and limitation section:
Lingard, 2017,6(5):344-6. <https://link.springer.com/article/10.1007/s40037-017-0377-6>
Lingard, 2015,4(3):136-7. <http://link.springer.com/article/10.1007/s40037-015-0181-0>

The manuscript must include:

- A structured **abstract** of no more than 250 words. For abstracts of original articles please provide the following headings: Introduction, Methods, Results and Discussion (IMRaD). The abstract should be complete and accurate, but not unnecessarily long. The abstract should be written in the past tense.

Review Articles synthesize the literature on a topic of importance for healthcare education. The text is limited to 3500 words, a maximum of a total of 6 figures and tables. Some manuscripts may take more words, others less. Please make your manuscript as concise as possible.

Review articles should be structured in the same manner as original research articles. The manuscript must include a structured abstract. See [Original Articles](#) for further instructions.

Show and Tell

Perspectives on Medical Education has now closed submissions to Show and Tell. Our decision is based on the frequency of the journal's publication of this manuscript type and the number of submissions already in our queue for publication. For example, if a Show and Tell article were submitted in November 2020, it would not appear in a journal issue until 2022/2023. We feel it is unfair to ask authors to accept this protracted publication wait and are also concerned that the timeline will impact the article's relevance for our readers. If you have any questions or concerns, please contact: Lieda Meester: lieda.meester@bsl.nl

Eye Openers can have different formats. They can present a particular perspective on an educational topic, including a critical review of the topic. Eye openers can also introduce a new idea of relevance for health science education, such as a new research methodology that is not widely used in our domain. Only papers that are relevant for a larger readership and that offer a critical and/or innovative perspective on a topic will be considered for publication. Generally, the text is limited to 3500 words, with no more than a total of 5 tables and/or figures and generally no more than 50 references. Some manuscripts take more words and/or references (e.g. multiple studies, complicated methodology), others less. Please try to make your manuscript as concise as possible.

The manuscript must include an abstract of no more than 250 words.

Health Care and the Arts covers issues and examples from the *artes liberales* (humanities) in medical education and practice that are of broad interest to healthcare professionals. The text is limited to 1500 words with a maximum of 20 references and 2 figures/tables.

The manuscript must include an abstract of no more than 250 words.

Replication Studies report the replication of a previously published study. They should include why the study was replicated, any deviations from the original methods, and what the outcomes were. Furthermore, the authors should critically reflect on any differences (e.g. context, methods, outcomes) between the original study and the replication study. Use the format of an [Original Article](#). The methods and results may be shorter than in the original article, but the discussion needs to carefully compare the replication study with the original one. Generally, the text is limited to 3500 words, with no more than a total of 5 tables and/or figures and generally no more than 50 references. Some manuscripts take more words and/or references (e.g. multiple studies, complicated methodology), others less. Please make your manuscript as concise as possible.

The manuscript must include a structured abstract of no more than 250 words. See [Original articles](#) for further instructions.

Debate in Medical Education: Authors are invited to discuss topics either in a pro or contra format (with a pro and a contra author). Authors who have the intention to submit a Debate in Medical Education should first contact the editorial office: lieda.meester@bsl.nl. The pro and con manuscripts are each limited to 1500 words with a maximum of 20 references.

The manuscript must include an abstract of no more than 250 words. See [Original Articles](#) for further instructions.

A Qualitative Space articles offer intermediate- to advanced-level qualitative scholars a venue for advancing new ideas about qualitative methodologies, methods, and/or techniques; debating current and historical trends in qualitative research; crafting and sharing nuanced reflections on how data collection methods should be revised or modified; reflecting on the epistemological bases of qualitative research; or arguing that some qualitative practices should end. Given the broad scope of topics that can be addressed in these submissions, authors do not need to adhere to the IMRaD style. Instead, these manuscripts should be organized to maximize clarity while also comprehensively discussing the paper's topic.

Generally, the text is limited to 3500 words, with no more than a total of 5 tables and/or figures and generally no more than 50 references. Some manuscripts take more words and/or references, others less. Please make your manuscript as concise as possible.

The manuscript must include an abstract of no more than 250 words. Authors who have the intention to submit A Qualitative Space article should first contact the editorial office: lieda.meester@bsl.nl

Failures/Surprises

Perspectives on Medical Education has now closed submissions to Failures and Surprises. Our decision is based on the frequency of the journal's publication of this manuscript type and the number of submissions already in our queue for publication. For example, if a Failure and Surprises article were submitted in November 2020, it would not appear in a journal issue until 2022/2023. We feel it is unfair to ask authors to accept this protracted publication wait and are also concerned that the timeline will impact the article's relevance for our readers. If you have any questions or concerns, please contact: Lieda Meester: lieda.meester@bsl.nl

Letters can briefly discuss a topic of importance for health science education, or be a reaction to articles/letters published in the journal. Letters should not summarize a study, review the literature or describe an innovation, all of which are already covered by other paper categories. The text is limited to 400 words with a maximum of 3 references.

If your manuscript does not meet the above instructions your manuscript will be returned

Manuscript preparation

All manuscripts should be written in correct English. For authors who are not native English speakers we recommend having manuscripts checked by a native speaker before submission.

Do not use abbreviations in the title or abstract and limit their use in the text. Abbreviations make a text more difficult to read. When using abbreviations, only use standard abbreviations as nonstandard abbreviations can be confusing.

Manuscripts should be typed using double-spacing (except tables which are single-spaced), with margins of at least 2.5 cm (1 inch). Authors should number all the pages of the manuscript consecutively, beginning with the title page.

Title page

The title page should contain the following information:

1. Article title. Concise titles are easier to read than long, convoluted ones. Titles that are too short may, however, lack important information, such as study design (which is particularly important in finding articles for literature reviews). Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific. Authors are advised to read the following publication on writing a title: Lingard, 2016;5(3):179-81. <https://link.springer.com/article/10.1007/s40037-016-0267-3>
2. Authors' names and institutional affiliations.
3. The name of the department(s) and institution(s) to which the work should be attributed and each author's ORCID.
4. The corresponding author's name, mailing address, telephone, and email address. The corresponding author should be aware of the fact that his or her email address can be

- published or state that no such permission will be granted.
5. Source(s) of funding support (e.g., grant funding).
 6. Word counts of the text only (excluding abstract, acknowledgments, tables, figure legends, and references), and of the abstract.
 7. The number of figures and tables.

References

References should be in Vancouver style (and not in APA). Number the references consecutively in the order in which they are first mentioned in the text. Place the reference, in square brackets, inside the punctuation. Provide a reference list at the end of the article. The names of all authors should be given, up to a total of six authors. In case of more than 6 authors, provide the first three, followed by et al.

Examples of references:

Journal Articles:

Young M. The utility of failure: a taxonomy for research and scholarship. *Perspect Med Educ.* 2019;8:365-71.

Chou CL, Kalet A, Costa MJ, Cleland J, Winston K. Guidelines: The dos, don't and don't knows of remediation in medical education. *Perspect Med Educ.* 2019;8:322-38.

Maggio LA, Thomas L, Chen HC, et al. Examining the readiness of best evidence in medical education guides for integration into educational practice: a meta-synthesis. *Perspect Med Educ.* 2018;7:292-301.

Websites:

The CanMEDS framework. Retrieved 5 April 2020. <http://www.royalcollege.ca/rcsite/canmeds/canmeds-framework-e>.

Books:

Cruess RL, Cruess SR, Steinert Y. *Teaching Medical Professionalism*. Cambridge: Cambridge University Press; 2009.

If your manuscript does not meet the format requirements for references, your manuscript will be returned.

Figures: Upon initial submission, figures (photographs, graphs and diagrams) should be placed in the body of the manuscript in their desired location. Figures in black and white and full color are welcome. However, only black and white photographs are permitted. Figures should be numbered consecutively in the order of their first citation in the text (separate numbering for tables). Please note that the editor reserves the right to relocate figures to online appendices.

Tables: Upon initial submission, tables should be placed in the body of the manuscript in their desired location. Tables must be created in Word using the table function. Tables created in Excel or using tabs and spacing will not be accepted. Tables should be typed using single-spacing and 10-point font. Tables should be numbered consecutively in the order of their first citation in the text (separate numbering for figures). Authors should place explanatory matter in footnotes, not in the heading, using the following symbols, in sequence: *, †, ‡, §, **, ††, ‡‡, §§, etc. Please provide tables in portrait (not landscape) format and upright on the page, not sideways. Tables should fit on a single page. Please note that the editor reserves the right to relocate tables to online appendices.

Acknowledgment section: This section details special thanks, personal assistance, and dedications. Any acknowledgments authors wish to make should be included in this separate headed section at the end of the manuscript, preceding any appendices, and before the references section.

Declaration of interest section: Declarations of interest refer to statements of financial support and/or statements of potential conflict of interest, disclosure of scientific writing assistance (use of an agency or agency/freelance writer), grant support, and statements of employment, if applicable.

All declarations of interest must be outlined under the subheading 'Declaration of interest'. If authors have no declarations of interest to report, this must be explicitly stated. The suggested, but not

mandatory, wording in such an instance is: ‘The authors declare no conflicts of interest.’

When submitting a paper via the Editorial Manager System, the ‘Declaration of interest’ field is compulsory. Authors must either state the disclosures or report that there are none. If this section is left empty authors will not be able to progress with the submission.

Manuscript submission

All submissions should be made online at www.editorialmanager.com/pmed. New users must first create an account. Once a user is logged onto the site, submissions should be made via the Author Centre. For assistance with any aspect of the site, please refer to the User Guide which is accessed via the ‘Get Help Now’ button at the top right of every screen.

Cover letter

A cover letter should be included indicating that the submission is made on behalf of all authors and that the manuscript is not under consideration by another journal. If you have deposited a preprint of your manuscript, please note this in your cover letter and include the DOI for the preprint.

Take Two*

Perspectives on Medical Education welcomes the submission of manuscripts previously reviewed and rejected from other journals*. Such manuscripts should be submitted via Editorial Manager. When submitting manuscripts to Take Two, authors must select “Take Two” as their article type and upload the following materials:

- A copy of the previous reviews with the name of the journal
- A table that clearly describes how each of the reviewers’ comments were addressed and where the change can be found in the revised manuscript (Note, if the authors disagree with a reviewer comment, they should describe their rationale in the table)
- A clean version of the revised manuscript
- The revised manuscript with track changes indicating all changes

The journal reserves the right to contact the journal that previously reviewed the manuscript.

*Take Two is based on the “Fast Track” option presented in Norman, G. *Adv Health Sci Educ.* 2018;23:1. <https://doi.org/10.1007/s10459-018-9810-9>

Additional information upon acceptance

Electronic proofs: When the proofs are ready, corresponding authors will receive email notification that proofs need to be checked and accepted. Information on the procedure will be given in that email; the corresponding author will be asked to log on to the editorial manager. To avoid delays in publication, corrections to proofs must be returned within 72 hours, online.

Offprints and reprints: As there is free (electronic) access to *Perspectives on Medical Education*, there will be *no* reprints available.

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For further clarification on any of the above, please contact the journal editor Lieda Meester: lieda.meester@bsl.nl



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Perspectives on Medical Education

Editor-in-Chief: Driessen, E.

ISSN: 2212-2761 (print version)

ISSN: 2212-277X (electronic version)

Journal no. 40037