

GUIDELINES

Manuscript Preparation, Formatting, and Submittal

I. CONTENT FORMAT

PEDIATRIC ETHICS SCOPE accepts research articles, bioethical analyses of cases or issues, short opinion essays, point/counterpoint article pairs, book reviews, and suggestions for the Proem. If you have another idea in mind, contact us to discuss.

II. SUBJECT AND LENGTH

Subject: Any subject pertinent to pediatric bioethics or clinical ethics is acceptable. Subjects can be clinical in nature, policy oriented, or theoretical.

Length: Manuscript length is not strictly enforced; a shorter opinion essay or standard book review may be 500 words, a case study 2,000 words, and an in-depth analysis of an issue may be 10,000 words or more. The length should be dictated by what is necessary to treat the issue with sufficient detail that it will educate the reader, but not so long as to require hours to read and digest.

Voice: Writing should be semi-formal; avoid contractions and colloquial speech unless quoting a source or presenting dialogue.

III. MANUSCRIPT FORMATTING GUIDELINES

Final drafts of manuscripts should be formatted with the following settings. However, for initial screening only "Section A. General Formatting," is needed. Should the manuscript pass initial screening and be accepted for technical review, remaining formatting changes can be made as needed.

A. General Formatting

1. Single line space between paragraphs.
2. Do not indent first line of paragraph.
3. Single space between sentences.
4. Use section headings to organize longer essays.
5. Headings can be numbered and titled or just titled, but try to keep the names short; long heading names are difficult to typeset.
6. Double space at the end of a section.
7. Italicize for emphasis, do not bold.

8. Use endnotes for citations, footnotes for commentary.

B. Typography

Fonts: All fonts should be Avenir Next. Sizes are as follows:

Title/ Subtitle:	14 pt.
Section Headings:	10 pt. Bold
Body copy:	10 pt.
Endnotes:	10 pt.
Footnotes/ Captions	8 pt.

C. Paragraphs: Follow immediately below section headings. All paragraphs should be single-spaced, fully-justified, with no paragraph indentation. Use a single hard return between paragraphs, and a double hard return at the end of the section.

D. Quotations

There are two types of quotations that can be used in manuscripts. First is an in-line quotation, which is made part of a sentence and is usually quite short. Quotations longer than two lines should be set off in their own paragraphs, indented ½" on both sides. Shorter quotations can be used inline with text using double quotation marks. Here is an example:

A conflict of interest is said to exist, "when professional judgment concerning a primary interest may be influenced by a secondary interest." [1]

This type of quotation should be cited as shown above. A second type of quotation is that used for passages or entire statements. The following is an example:

A May 2017 JAMA Editorial took up the issue of conflicts of interest (COI) in medical journal publishing. Fontanarosa and Bauchner state:

Conflict of interest (COI) affects every aspect of medicine, including clinical care, teaching, and research. According to one definition, "A conflict of interest exists when professional judgment concerning a primary interest (such as patients' welfare or the validity of research) may be influenced by a secondary interest (such as financial gain)." [1]

The text leading up to the quote should end with a colon (:). On the next line, the quotation begins, ending with its citation. In order to differentiate quotations from the rest of the body text, the quoted text should be indented by .5" (one-half inch) on both the right and left sides.

PEDIATRIC ETHICS SCOPE

THE JOURNAL OF PEDIATRIC BIOETHICS

Children's National Medical Center
111 Michigan Avenue
Washington, DC 20010

E. References

Footnotes and endnotes are reserved for specific purposes, and formatted differently.

Citations of reference material should be formatted AMA-style as endnotes in non-superscript Arabic numerals. They should appear immediately after the cited material, set off in square brackets:

The U.S. government's Federal Policy for the protection of human subjects in biomedical research, known as the "Common Rule" was published in 1991 [1].

1. U.S. Department of Health and Human Services. Code of Federal Regulations – Title 45 Public Welfare CFR 46. <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46>. Published January 15, 2009. Accessed. September 28, 2017.

It is important that authors use the footnote/ endnote tools in Microsoft Word. Formatting of endnotes can be adjusted to produce non-superscript numbers.¹ Most manuscripts will also need to make use of the cross-reference capabilities,² which allow the author to insert additional in-text references to an existing endnote with the same number. This will auto-update if changes are made.

When repeating a citation, if the material cited refers to a different page range than the initial citation, insert the relevant page range as a superscript immediately following the Endnote Reference in the text. This allows readers to easily see that specific parts of a longer text are being referred to:

Conflict of interest in publishing can take many forms. A May 2017 JAMA Editorial took up the issue of conflicts of interest (COI) in medical journal publishing [1]. Some commentators claim that a conflict of interest exists when professional judgment concerning a *primary* interest may be influenced by a *secondary* interest [1³⁻⁴]. Others argue a *potential* conflict of interest must be differentiated from an *actual* one [1⁹⁻¹⁰].

Footnotes are reserved for commentary or other notes on the content itself, and should not be used for citations. Footnotes should be used only if necessary to convey important information that must be made available immediately to the reader, but cannot be done so in the document body. Footnotes should be numbered with superscript lower-case letters:

The rule codified previously separate regulations from multiple federal agencies.^a

a. HHS regulation 45 CFR part 46 included additional protections for pregnant women, human fetuses and neonates, children, and prisoners.

¹ <https://support.office.com/en-us/article/Add-footnotes-and-endnotes-in-Word-61f3fb1a-4717-414c-9a8f-0155f2f54cd0>

² <https://support.office.com/en-us/article/Create-a-cross-reference-300b208c-e45a-487a-880b-a02767d9774b>

F. Photographs, Illustrations, and Graphics

Inclusion of photographs is encouraged. High quality JPEG, PNG, TIF, or PSD image files are accepted.

Photographic images must be 300 or higher dpi at full size. Do not imbedded the image in the document. Include it in a separate folder with a unique letter identifier. All photographs must include permission of the photographer for use.

Graphic elements are all non-photographic, non-text material; drawings, line art, etc. Graphic elements should be 600 dpi at full size, but exceptionally clean color graphics as low as 300 dpi may be acceptable. All black and white artwork must be a minimum of 600 dpi.

All photos and images should have captions, named with corresponding letter identifiers matching the image file names. The captions may be included in either a separate Word document titled "Captions," or listed following the manuscript body in the manuscript file.

G. Charts and Tables

Charts and/or tables should be provided as Excel files. This preserves the vector information lost in conversion to an image file and allows us to alter the formatting. Contact us to discuss other file types.

All **charts** should be numbered, captioned, titled, and include a legend. Charts should be formatted in the Avenir Next font as follows:

- Chart title: Demi Bold 12 pt.
- Chart axis titles: Demi Bold 8 pt.
- Chart graduations: same as above
- Chart data labels: same as above
- Chart legend: Medium 8 pt.
- Chart source: Regular 7pt.

All **tables** should be numbered and captioned, and titled. Tables should be formatted in the Avenir Next font as follows:

- Table title: Next Demi Bold 12 pt.
- Data labels: Demi Bold 8 pt.
- Data: Regular 8 pt.

Include all captions in a separate Word document titled "Captions," or listed following the manuscript body in the manuscript file. Captions should be numbered with capital letters corresponding to the labels on the charts and/or tables themselves.

PEDIATRIC ETHICS SCOPE

THE JOURNAL OF PEDIATRIC BIOETHICS

Children's National Medical Center
111 Michigan Avenue
Washington, DC 20010

H. Identification

Both the reviewer and author identities are concealed from one another throughout the review process. Authors should ensure their manuscript submittal packages do not include identifying information except where specified. Besides removal of names and affiliations within the manuscript, confirm these steps have been taken to ensure the manuscript is correctly prepared for double blind peer review:

1. Use the third person to refer to work the Authors have previously undertaken, e.g. replace any phrases like "as we have shown before" with "... has been shown before [Anonymous, 2007]".
2. Ensure figures do not contain any author, institution, or related identifier.
3. Do not eliminate self-references necessary to substantially support your argument but use a test of necessity to include them.
4. In-text citation of works published by the Author should be shown as: '[Onym, 2016]'.
5. Works published by the Author should be listed in the reference list as: "Onym, 2016." Details omitted for double-blinding.'
6. Remove references to funding sources.
7. Do not include acknowledgments.
8. Remove all identifying information, including author names, from file names and confirm the document properties are anonymized as well.

These efforts will ensure the authorship of the manuscript under consideration is unknown to reviewers.

J. Manuscript Submittal

Manuscripts can be emailed to: steti@childrensnational.org. An online portal is under development.