



UNIVERSITY OF MARYLAND

MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS

22 S. GREENE STREET • BALTIMORE 21201-1595 • AREA CODE 301-528-6846

OFFICE OF THE DIRECTOR

October 23, 1987

**MEMORANDUM**

**TO:** All MIEMSS Staff

**FROM:** R Adams Cowley, M.D. *RAC*  
Director - MIEMSS

**RE:** MIEMSS Policy as to Manuscripts for Publication

It has come to my attention that many manuscripts (articles, chapters, papers, etc.) have been submitted for publication while by-passing the Editorial/Publications as well as my office.

It seems that there is an understandable concern that following policy equates with delay in meeting deadlines and/or publication. This does not have to be as the Editorial/Publications Office was established to expedite publication as well as facilitate author(s) work by being available to the author(s).

Also, there is some preoccupation with doubts about the ability of my office to render expert evaluation of the specific work. This is not true as my office can provide the consultative expertise. This will not cause postponement but rather will result in a higher quality product.

I am aware that time blurs our remembrance of policy matters. Therefore, I am appending a copy of MIEMSS Policy #54 "Bio-Media Resources". All members of the MIEMSS staff will adhere to this policy and there will be no exceptions.

Attachment

RAC;alj

MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS POLICY AND PROCEDURE MANUAL	PAGE 1 OF 2	PROCEDURE NO.:
	EFFECTIVE DATE: 10/87	REVISION NO.: B3-002
SUBJECT: Bio-Media Resources/Publications Offices	FUNCTION: Manuscripts	

I. Reference:

MIEMSS Policy #54 - January 11, 1982; updated  
December, 1985; updated October, 1987.

II. Purpose:

To facilitate the publication of papers and the  
sharing of information gained at MIEMSS.

III. Policy:

All papers by MIEMSS clinical and field programs  
staff, consultants, and residents should follow the  
manuscript procedure as stated below. "Papers"  
include articles for journals, papers for proceedings,  
and chapters for books. Please contact the Supervisor  
of the Word Processing Center (x3305) if you need  
assistance in getting manuscript drafts typed.

The Editorial/Publications Office is available for  
verbal consultation on development phases of any  
manuscript. Please contact the Associate Director of  
the Editorial/Publications Office (Beverly Sopp) at  
ext. 3248 to set up an appointment.

All basic data, analyses, etc., of the author on  
MIEMSS projects belong to MIEMSS.

IV. Procedure:

- A. When the manuscript is ready for editing, the  
author should obtain an approval form for  
manuscripts from the department's secretary or  
from the Editorial/Publications Office. After the  
department head signs the cover sheet, the author  
sends the manuscript to Beverly Sopp in the  
Editorial/Publications Office and specifies the  
journal where the manuscript will be sent as well  
as any specific deadlines. The manuscript should  
include rough sketches of figures (or a  
description of them) and tables. It is the  
author's responsibility to supply final art by  
step C.

MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS POLICY AND PROCEDURE MANUAL	PAGE: 2 of 2	PROCEDURE NO.:
	EFFECTIVE DATE: 10/87	REVISION NO.: B3-002
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- B. The manuscript will be assigned to an editor in the office, who edits the manuscript for the style of the journal specified by the author.
- C. After all queries have been answered and the author and Editorial/Publications Office are satisfied with the manuscript, the Editorial/Publications Office has the manuscript retyped. All final art, photos, etc. must be submitted to the MIEMSS manuscript editor at this time.
- D. The Editorial/Publications Office will proofread and do final marking on the manuscript.
- E. The Editorial/Publications Office sends the manuscript to the primary author for his/her review and sign-off. The author also must have the department head, the program chief, and Dr. Cowley sign-off on the manuscript. The department head, the program chief, and Dr. Cowley will be given one week to return the manuscript to the Editorial/Publications Office.
- F. The Editorial/Publications Office mails the manuscript to the journal, and maintains a production file. Carbons of the letter are sent to each author and to Dr. Cowley for their information. Xeroxes of the manuscript are sent to authors if requested.
- G. Galley's are read by the Editorial/Publications Office and the author and returned by the Editorial/Publications Office to the journal.

## MANUSCRIPT MEETING AGENDA

Wednesday, August 27, 1986

1. PRESENTATION OF THE PROBLEM - DR. COWLEY
2. SUPPORT PRESENTLY AVAILABLE - DR. COWLEY  
A. TROHANIS
  - o Editorial Staff
  - o Word Processing Staff
  - o Abstract Deadline/Meeting Dates Memo (handout)
3. OPEN DISCUSSION - WHAT OTHER SUPPORT IS NEEDED?
4. EFFORTS TO BE DONE:
  - o Establish a Contact Person for Manuscript Support
  - o Publish a monthly listing of manuscripts published/  
in press - Editorial Office (handout)
  - o Submit to contact person a listing of manuscripts  
in preparation with target dates for completion.

Yvonne  
5263,  
5268

200 copies

Policy # D002

Date: 7/1/82; updated

5/30/84

Title: Manuscripts

I. Reference:

MIEMSS Policy #54 - January 11, 1982; updated <sup>Dec 1985</sup> May, 1984

II. Purpose:

To facilitate the publication of papers and the sharing of information gained at MIEMSS.

III. Policy:

All papers by MIEMSS clinical and field programs staff, consultants, and residents should follow the manuscript procedure as stated below. "Papers" include articles for journals, papers for proceedings, and chapters for books. Please contact the ~~Assistant to the Director~~ if you need assistance in getting manuscript drafts typed.

Supervisor of  
the Word.  
Processing  
Center  
(x3305)

IV. Procedure:

- A. The Editorial/Publications Office is available for verbal consultation on development phases of any manuscript. Please contact the ~~Assistant~~ Director of the Editorial/Publications Office (Beverly Sopp) at ext. 3248 to set up an appointment.
- B. When the manuscript is ready for editing, the author should obtain an approval form for manuscripts from the department's secretary or from the Editorial/Publications Office, attach it to the manuscript, and give it to his/her department head for approval of manuscript content.
- C. After the department head signs the cover sheet, the author sends the manuscript to Beverly Sopp in the Editorial/Publications Office and specifies the journal where the manuscript will be sent as well as any specific deadlines. The manuscript should include rough sketches of figures (or a description of them) and tables. It is the author's responsibility to supply final art by step F.
- D. The manuscript will be assigned to an editor in the office, who edits the manuscript for the style of the journal specified by the author.
- E. The manuscript is returned to the author for review.

Associate

- F. After all queries have been answered and the author and Editorial/Publications Office are satisfied with the manuscript, the Editorial/Publications Office has the manuscript retyped. All final art, photos, etc. must be submitted to the MIEMSS manuscript editor at this time.
- G. The typist returns the manuscript to the Editorial/Publications Office for proofreading and final marking.
- H. The Editorial/Publications Office sends the manuscript to the primary author for his/her review and sign-off. The author also must have the department head sign-off on the manuscript. The manuscript is then returned to the Editorial/Publications Office which sends the manuscript to the program chief for review and sign-off; the program chief has one week to return the manuscript to the Editorial/Publications Office.
- I. The Editorial/Publications Office mails the manuscript to the journal, and maintains a production file. Carbons of the letter are sent to each author and to Dr. Cowley for their information. Xeroxes of the manuscript are sent to authors if requested.
- J. Galleys are read by the Editorial/Publications Office and the author and returned by the Editorial/Publications Office to the journal.
- K. The Editorial/Publications Office forwards the reprint-- request form to Sandy Lillicropp (ext. 5085) in the Director's Office, for determination of the appropriate number of reprints to be ordered.
- L. All basic data, analyses, etc., of the author on MIEMSS projects belong to MIEMSS.

Editorial/Publications Office  
ext. 3248

In-House Control Sheet  
For MIEMSS Journal and Book Manuscripts

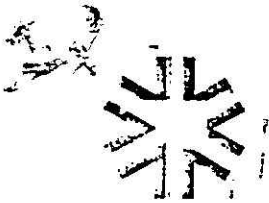
TITLE:

AUTHOR(S):

JOURNAL:

JOURNAL ADDRESS:

	<u>INITIALS</u>	<u>DATE RECEIVED</u>	<u>DATE COMPLETED</u>
1. Department Head approves ms. content	_____	_____	_____
2. Editorial/Publications Office edits ms.	_____	_____	_____
3. Author approves MIEMSS editor's comments	_____	_____	_____
4. Typing	_____	_____	_____
5. Proofreading	_____	_____	_____
6. Authorization to publish ms. as edited	_____	_____	_____
Author	_____	_____	_____
Department Head	_____	_____	_____
Program Chief	_____	_____	_____
7. Ms. mailed	_____	_____	_____
8. Ms. publication status	_____	_____	_____
Accepted	_____	_____	_____
Rejected	_____	_____	_____
Submitted to another journal	_____	_____	_____
9. Galleys proofread	_____	_____	_____
10. Ms. published	_____	_____	_____



UNIVERSITY OF MARYLAND

MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS

OFFICE OF THE DIRECTOR

Shock Trauma Center  
CNS Center  
Traumatology  
Critical Care  
Critical Care Nursing  
Hyperbaric Medicine  
Medical Engineering  
Research & Development  
Operations Research/  
Systems Analysis  
EMS Systems  
Education  
Training  
Communications  
Transportation  
Administration  
Evaluation

January 11, 1982

MEMORANDUM

TO: All MIEMSS Staff  
FROM: R Adams Cowley, M.D. *RAC*  
SUBJECT: Manuscript Policy #54

Please review the attached Manuscript Policy which is effective immediately. Any questions should be directed to Ms. Beverly Sopp, Chief of the Editorial/Publications Office.

RAC:dah





Shock Trauma Center  
CNS Center  
Traumatology  
Critical Care  
Critical Care Nursing  
Hyperbaric Medicine  
Medical Engineering  
Research & Development  
Operations Research/  
Systems Analysis  
EMS Systems  
Education  
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Communications  
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Evaluation

MIEMSS Policy #54

Manuscript Procedure

All papers by MIEMSS clinical and field programs staff, consultants, and residents should follow the manuscript procedure as stated below. "Papers" include articles for journals, papers for proceedings, and chapters for books. Please contact Linda Audy if you need assistance in getting manuscript drafts typed.

1. The Editorial/Publications Office is available for verbal consultation on development phases of any manuscript.
2. When the author is ready to have the manuscript edited, he/she should obtain a manuscript approval form from his/her secretary or from the Editorial/Publications Office, attach it to the manuscript, and give it to his/her department head for approval of manuscript content. (If the department head wants clarification on the content, he/she has the option of sending it to the Research Committee whose manuscript review subcommittee will review it. Dr. Sperrazza is chairman of this subcommittee and department heads should refer manuscripts to him.)
3. After the department head signs the cover sheet, the author sends the manuscript to the Chief of the Editorial/Publications Office (Beverly Sopp) and specifies the journal where the manuscript will be sent.
4. The Editorial/Publications Office edits the manuscript for the style of the journal specified by the author.
5. The manuscript is returned to the author for review.

Manuscript Procedure  
Page Two

6. After queries have been answered and the author and Editorial/Publications Office are satisfied with the manuscript, the Editorial/Publications Office has the manuscript retyped.
7. Typist returns the manuscript to the Editorial/Publications Office for proofreading and final marking.
8. Author submits camera-ready art or photos to Editorial/Publications Office.
9. Editorial/Publications Office xeroxes the manuscript and sends copies of the final manuscript to the author, Dr. Cowley, and the department head. Dr. Cowley and the department head must return the manuscript to the Editorial/Publications Office within five days. Final approval of all manuscripts prior to submission is the responsibility of Dr. Cowley and will include decisions regarding authorship, content, and journal selection.
10. Editorial/Publications Office submits two copies of the final manuscript to the Director's Office to be stored in the Institute's master file on reprints and manuscripts.
11. The Editorial/Publications Office mails the manuscript to the journal, and maintains a production file.
12. Galley proofs are read by the Editorial/Publications Office and the author and returned by the Editorial/Publications Office to the journal.
13. The Editorial/Publications Office forwards the reprint request form to the Director's Office for determination of the appropriate number of reprints to be ordered.
14. All basic data, analysis, etc., of the author on MIEMSS projects belongs to and must be turned over to MIEMSS.

In-House Control Sheet  
For MIEMSS Journal and Book Manuscripts

TITLE:

AUTHOR(S):

JOURNAL:

JOURNAL ADDRESS:

	<u>INITIALS</u>	<u>DATE RECEIVED</u>	<u>DATE COMPLETED</u>
1. Division/Office Chief approves ms. content	_____	_____	_____
2. Editorial/Publications Office edits ms.	_____	_____	_____
3. Author approves MIEMSS editor's comments	_____	_____	_____
4. Typing	_____	_____	_____
5. Proofreading	_____	_____	_____
6. Authorization to publish ms. as edited	_____	_____	_____
Author	_____	_____	_____
Dept./Office Chief	_____	_____	_____
R A. Cowley, M.D.	_____	_____	_____
7. Ms. mailed	_____	_____	_____
8. Ms. publication status			
Accepted	_____	_____	_____
Rejected	_____	_____	_____
Submitted to another journal	_____	_____	_____
9. Galleys proofread	_____	_____	_____
10. Ms. published	_____	_____	_____

Revised Draft (11/83) of

MIEMSS Policy #54

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2. When the manuscript is ready for editing, the author should obtain an approval form for manuscripts from the department's secretary or from the Editorial/Publications Office, attach it to the manuscript, and give it to his/her department head for approval of manuscript content.
3. After the department head signs the cover sheet, the author sends the manuscript to Beverly Sopp in the Editorial/Publications Office and specifies the journal where the manuscript will be sent as well as any specific deadlines. The manuscript should include rough sketches of figures (or a description of them) and tables. It is the author's responsibility to supply final art by step 6.
4. The manuscript will be assigned to an editor in the office, who edits the manuscript for the style of the journal specified by the author.
5. The manuscript is returned to the author for review.
6. After all queries have been answered and the author and Editorial/Publications Office are satisfied with the manuscript, the Editorial/Publications Office has the manuscript retyped. All final art, photos, etc. must be submitted to the MIEMSS manuscript editor at this time.
7. The typist returns the manuscript to the Editorial/Publications Office for proofreading and final marking.
8. The Editorial/Publications Office sends the manuscript to the primary author for his/her review and sign-off. The author also must have the department head sign-off on the manuscript. The manuscript is then returned to the Editorial/Publications Office which sends the manuscript to the program chief for review and sign-off; the program chief has one week to return the manuscript to the Editorial/Publications Office. Follow-up is the responsibility of the Editorial/Publications Office. The Editorial/Publications Office will send xeroxes of the manuscript to secondary authors for their files.

Manuscript Procedure

Page Two

9. The Editorial/Publications Office mails the manuscript to the journal, and maintains a production file. Carbons of the letter are sent to each author and to Dr. Cowley for their information.
10. Galley's are read by the Editorial/Publications Office and the author and returned by the Editorial/Publications Office to the journal.
11. The Editorial/Publications Office forwards the reprint request form to Sandy Lillicropp (ext. 3053) in the Director's Office, for determination of the appropriate number of reprints to be ordered.
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2. Editorial/Publications Office edits ms.	_____	_____	_____
3. Author approves MIFMSS editor's comments	_____	_____	_____
4. Typing	_____	_____	_____
5. Proofreading	_____	_____	_____
6. Authorization to publish ms. as edited	_____	_____	_____
Author	_____	_____	_____
Department Head	_____	_____	_____
Program Chief	_____	_____	_____
7. Ms. mailed	_____	_____	_____
8. Ms. publication status	_____	_____	_____
Accepted	_____	_____	_____
Rejected	_____	_____	_____
Submitted to another journal	_____	_____	_____
9. Galleys proofread	_____	_____	_____
10. Ms. published	_____	_____	_____