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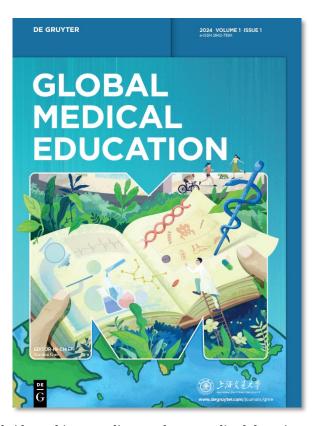
Global Medical Education



Scope and general policies of the journal

Scope

Global Medical Education (GME) is dedicated to improving the design, practice and iterative optimization of Medical Education in the context of New Medicine, promoting the construction of new modes of knowledge-delivery and exploring scientific systems and educational models for supporting medical talents who can adapt to the future direction of human society. We will promote the continuous enhancement of the general Medical Education system and the integrated medical-curriculum system, and clarify what kind of mathematics, physics, chemistry, computer and engineering foundational knowledge medical students need. Explore the construction design of knowledge mapping of biomedical science, engineering, organ system and clinical curriculum based on holistic thinking. It



further aims to explore the design strategy of hybrid teaching-paradigm and personalized learning environment, based on modern adult-education theory, digital and smart technologies.

This journal focuses on issues related to Medical Education including medical school curriculum construction, how to determine the structural composition of medical schools suitable for the New Medicine philosophy, medical discipline system reconstruction, especially on how to select various curriculum contents in the context of knowledge explosion; Medical Education system creation, focusing on the exchange of experiences in the design and operation of blended curriculum, curriculum system construction based on systems thinking, such as core medical curriculum reconstruction; The construction of personalized Medical Education resources and environment, which is in higher demand by future physicians, etc.

Global Medical Education is a peer-reviewed open access journal dedicated to advancing medical education worldwide. Our mission is to publish original research papers and practice reports, share the latest findings and advanced teaching methods, and promote the construction of new modes of knowledge delivery and educational models that support the development of medical talents for the future. The journal is owned by the Shanghai Jiao Tong University and the Shanghai Jiao Tong University School of Medicine., and offers the following article formats:

- Original Research Articles
- Review Articles
- Rapid Communications
- Letters
- Book Reviews

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Peer review *Global Medical Education* is a single-blind journal. Manuscripts are reviewed anonymously by at least two independent reviewers selected by the Editors.

Turnaround times *Global Medical Education* aspires to notify authors about the review decision within approx. 6 weeks from submission date. Revised manuscripts should be returned within 4 weeks (major revision). Accepted articles are published online within approx. 4 weeks after acceptance.

Unpublished material Submission of a manuscript to *Global Medical Education* implies that the work described has not been published previously, except in the form of an abstract, academic thesis or lecture; that it is not under consideration for publication elsewhere; that publication of the work is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out; and that upon acceptance for publication the submission will be published under the Creative Commons License <u>CC BY 4.0</u> (Share — copy and redistribute the material in any medium or format. Adapt — remix, transform, and build upon the material for any purpose, even commercially).

Appeals Manuscripts that have been rejected for publication will be reconsidered only at the discretion of the Editor(s). Authors wishing to request reconsideration of a previously rejected manuscript must do so in written form and submit a rebuttal by e-mail to the journal's editorial office. Authors should provide detailed reasons why they believe the manuscript should be reconsidered. If the rebuttal is accepted, the author will be asked to re-submit the manuscript, or the decision will be reversed.

Special issues and special issue section

Global Medical Education publishes special and thematic issues and special issue sections focused on important and emerging topics in the field of study. Ideas for special issues and/or special issue sections are proposed by the journal's editorial board, but the journal will also consider proposals for special issues submitted by members of the wider research community. All proposals are assessed for quality and relevance by the Editors-in-Chief and the editorial office.

The journal has established a rigorous process to ensure that any special issue (section) manuscripts follow the same high-quality standards and peer review processes as regular manuscripts. Each special issue has (a) dedicated Guest Editor(s) who is/are responsible for the coordination of the peer review process of any manuscripts submitted to the special issue (section) in the online submission system. The editorial office checks the initial manuscript and assigns it to the appropriate Guest Editor. The Guest Editor invites reviewers and makes recommendations on revisions and final decisions. The Editors-in-Chief have oversight of the entire process within the online submission system and are responsible for the final decision on all manuscripts.

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A cover letter must be submitted for each manuscript upon first submission. It should contain a brief statement by the authors as to the element of novelty upon which they base their request for publication in *Global Medical Education*. Please address the cover letter to the Editors-in-Chief. Revised manuscripts must be accompanied by a point-by-point reply to the reviewers' comments. Major changes in the revised manuscript must be highlighted, preferably in tracked changes mode. A second, clean version should always be submitted for major changes.

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Responsible authorship and research integrity

The authors are responsible for all aspects of the study and will ensure that any questions regarding the accuracy and integrity of any part of the work are adequately investigated and resolved.

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Global Medical Education requires authors to follow our <u>Data Sharing Policy</u>, which must comply with the European GDPR (General Data Protection Regulation) rules.

Research data should be made widely available to the research community to demonstrate the robustness and validity of the research presented in the journal, to enable and encourage replication of the results, and to allow the community with opportunities to learn.

We recommend the use of community-endorsed data types. If you assign a persistent identifier to your research data by archiving it in a data repository, other researchers will be able to cite your data as well as your published research article.

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To determine whether a research data availability statement is required and what format it must follow, please refer to the specific file for each policy level available on the <u>Data Sharing Policy</u> website. Detailed information can be found in the "Submit" tab on the journal website.

Please fill in your statement on data availability in the <u>Template for Ethical and Legal Declarations</u>, which is required for submission.

We further recommend citing the data that has been shared in the reference list. Data citations should include a persistent identifier, should be included in the reference list using the minimum information recommended by DataCite (Dataset Creator, Dataset Title, Publisher [repository], Publication Year, Identifier [e.g. DOI, Handle or ARK]) and follow journal style.

Peer review, turnaround times and pre-publication policies

Rejection of manuscripts and peer review information

Submitted manuscripts will be reviewed in a two-step procedure. Firstly, the Editors-in-Chief decides whether the manuscript fulfills the substantive and formal criteria for the further peer review process. The decision is based on the following criteria:

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- relevance: the content conforms to the scope and goals of Global Medical Education,
- originality/topicality: the content is sufficiently important and topical to be worthy to be published in *Global Medical Education*,
- formal correctness: the formal criteria have been met (also in view of the manuscript being written in understandable English),
- ethical guidelines: national and international ethical standards for studies with human and/or animal subjects are fulfilled (where applicable).

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Reporting of negative results must be justified by prior evidence that a positive result would be expected.

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Appeals

Manuscripts that have been rejected for publication will be reconsidered only at the discretion of the Editor(s). Authors wishing to request reconsideration of a previously rejected manuscript must do so in written form and submit a rebuttal by email to the journal's editorial office. Authors should provide detailed reasons why they believe the manuscript should be reconsidered. If the rebuttal is accepted, the author will be asked to re-submit the manuscript, or the decision will be reversed.

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Global Medical Education aspires to inform authors of the peer review decision within approx. six weeks from the submission date. Revised manuscripts should be returned within four weeks (major revision). Accepted articles will be published online within approx. four weeks of acceptance.

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Articles are first published online as DOI citable articles and are later assigned to an issue with final page numbers.

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Manuscripts must follow certain ethical guidelines to be considered for publication, which can be found in the Publication Ethics and Malpractice Statement. Accordingly, before submitting your manuscript, please make sure that you and your co-authors agree to the applicable requirements. For example, this may involve declaring and ruling out conflicts of interest or proving compliance with legal requirements related to human and animal testing.

Furthermore, our Code of Conduct for Publication Procedures and Ethics defines the responsibility of the

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publisher and the Editors we work with, to ensure the legitimacy and quality of our published research. Our principles are based on the guidelines of the <u>Committee on Publication Ethics (COPE)</u>.

Acknowledgments

Authors may wish to acknowledge individuals, working groups, institutions, etc. who provided help and support (other than financial) during research and the preparation of the manuscript (e.g., language checking, writing assistance or proof reading of the article, etc.). Individuals acknowledged are not included on the title page, as a footnote to the title or otherwise.

Acknowledgements should be given in the <u>Template for Ethical and Legal Declarations</u> (required for submission).

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Manuscripts that contain information on the use of humans should clearly state that the research complies with all relevant national regulations and institutional policies and has been approved by the authors' Institutional Review Board or any equivalent committee. Copies of the guidelines and policy statements must be available for review by the Editor, if necessary. The Editors reserve the right to seek additional information or guidance from reviewers on any cases in which concerns arise. All investigations with human subjects must be conducted by following the tenets of the <u>Declaration of Helsinki</u>. Authors must identify the Committee or Institutional Review Board approving the experiments and provide a statement indicating approval of the research. If applicable, information on research ethics and/or approval by the Institutional Review Board should be given in the Methods section. The work described in your article must have been also performed in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals http://www.icmje.org.

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Informed consent

The <u>Protection of Privacy</u> is a legal right that must not be infringed without individual informed consent. In cases where the identification of personal information is necessary for scientific reasons, authors should obtain full documentation of informed consent, including written permission from the patient or their legal guardians prior to inclusion in the study. The following (or similar) statement should be given in the Methods section: *Informed consent was obtained from all individuals included in this study*.

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To ensure fair and objective decision-making, authors must declare any associations that pose a conflict of interest (financial, personal, or professional) in connection with the manuscript under evaluation.

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If applicable, the universal trial number (UTN) must be specified. A UTN is a unique number generated by WHO for each clinical trial registered in one of the WHO primary registries. It is intended to facilitate study identification and is displayed on the WHO International Clinical Trials Registry Platform (ICTRP) search portal. The UTN should be included in the <u>Template for Ethical and Legal Declarations</u>.



Preparation of manuscript

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Please refer to the 2015 Standards for Reporting of Diagnostic Accuracy checklist (STARD).

Systematic reviews and meta-analyses of randomized controlled trials

Please refer to the Preferred Reporting Items for Systematic Reviews and Meta-Analyses statement (<u>PRISMA</u>). Authors must include a suitable PRISMA flow chart in their submission. The flow diagram depicts the flow of information through the different phases of a systematic review. A template of the PRISMA flow diagram is available <u>here</u> as a PDF and Word document.

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Please see below table for detailed information on length and structure of specific article types.

Article Category	Max. word count	Word count in abstract/structured (S), unstructured(U)	Max. Number of keyword s	Max. Number of Tables & Figures	Max. number of references	Article
Research Article	3500	250, S ^b	3-6	8	50	Structured into Introduction, Materials (Subjects) and methods, Results, Discussion, Conclusion
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Rapid- communication	2500	150, S ^b	3-6	4	50	Structured
Letter to the Editor	1000	n/a	3-6	2	10	Structured or unstructured
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Editorial	1000	n/a	n/a	1	10	Structured or unstructured

^aBackground, Content, Summary, Outlook; ^bObjectives, Methods, Results, Conclusions.

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Abstract

Give a concise summary of your article in an abstract of max. 250 words in a single paragraph. As abstracts are published separately by abstracting and indexing services, please spell out abbreviations at first use and do not include footnotes, tables, figures or equations. Avoid using references. If it is essential to use a reference in the abstract, please expand it as per journal reference style.

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Supply 3–6 specific keywords in lower case, separated by semicolon.

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Your manuscript should be subdivided into sections (and, if necessary, subsections). These sections should be labeled with headings in a consistent format and with a clear hierarchy of section headings. Limit your subsections to a maximum of four levels. For subdivided sections ensure that they have at least two subheadings on one level. Headings do not have an end period.

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Please adhere strictly to the reference style of *Global Medical Education* as outlined in the <u>Reference Style Sheet</u> (Vancover). The style sheet provides examples for different types of citations in the text as well as for different bibliographic items in the reference list. Please note: All references mentioned in the reference list must be mentioned in the text, and vice versa.

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The key to the symbols depicted in the figures should be included in the figure itself, where possible. Otherwise, include it in the caption. The caption itself should not be included in the figure.

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The use of abbreviations and acronyms is permitted given that they are expanded in full when used the first time with the abbreviation in parentheses (applies to abstract and main text). Please use them consistently thereafter. Avoid using non-standard abbreviations unless they appear more than three times in the text.

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Equations should be well-aligned and not crowded. Use only Latin and Greek alphabets. Avoid complicated superscripts and subscripts by introducing new symbols. Avoid repetition of a complicated expression by

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representing it with a symbol. For MS Word submissions create equations using the Microsoft equation editor or a corresponding add-on. Do not submit math equations as images, but as editable text. Number displayed equations consecutively with Arabic numerals (if referred to in the text).

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Capitalize the first letter of the genus, but not the species. Format all binomial names in italics. After the first use, genus names should be abbreviated to a first initial. For genus names starting with the same letter differentiate by including the second letter.

'sp.', 'spp.', 'ssp.', 'var.', 'L.', 'subsp.', etc. should be Roman.

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