

AUTHOR GUIDELINES

FORMAT CHECKLIST

A separate page should be included for the manuscript title, authors, associated institutions and the date

Titles are properly placed above the respective sections

Fonts, letter sizing and spacing should be consistent throughout the report

- Use 12-point Times New Roman font

- Use 2.54 cm margins (default)

- Ensure text is left-aligned, double spaced and formatted in one single column

- The first line of all paragraphs should be indented

The abstract should not exceed 300 words

Ensure consistent use of acronyms

- Spell out all acronyms

- Do not include acronyms unless they are used multiple times throughout the report

Ensure consistent use of active OR passive voice throughout manuscript (i.e. use personal pronouns OR do not use personal pronouns)

Ensure figures and tables are embedded in report as well as included in a separate document

- Tables are in a clear format which is understandable to the reader (if there are struggles with clarity it is best to consult literature of similar experimental design to determine how to present results)

- Figures must be clearly labelled at the X and Y axes and have a legend if necessary

- Both figures and tables must be accompanied by a descriptive caption which provides context and assists reader understanding

- When referring to figures and tables, do not use abbreviations (i.e. state "Figure 1" rather than "Fig. 1")

Ensure that references are cited in the appropriate style (e.g. Vancouver style; [1])

- References should be numbered in order of appearance and all should be referenced throughout the report whenever appropriate

- In-text references should consistently appear just before the period of the sentence/section being referenced

Main body word limit should be kept under 3000 words, this excludes figures, tables, abstract, title, and references

List of potential peer-reviewers and their contact information is attached

CONTENT OF SUBMISSION

Abstract

Important findings and the scope of the manuscript are briefly discussed

Key words

Key terminology relating to the manuscript is listed below the abstract (used to help readers find the manuscript)

Introduction

All relevant background information is included to establish context and scope of present work

Research objective/question is clearly listed

Methodology

All relevant steps taken in collecting and interpreting the data presented in the manuscript are described concisely (e.g. sample preparation protocol, etc.)

All variables are defined and how they are derived is explained in detail

All materials, such as equipment and software, are described

Results

All relevant and important results are stated, including numerical and statistical results

Follows the presentation of the figures and tables

Ensure that all of the figures and tables you choose to include add value to your report and are referenced/explained sufficiently throughout

Key results which are not obvious in tables and figures are stated

Discussion

All important results are interpreted with respect to their significance in the context of the research objective/question and the current state of research in your field

Outlines how results contribute to furthering the understanding of the research topic

Discusses strengths and limitations of study in regards to the design, methods, and the extent to which the results can be conclusive

Discusses error, unusual or unexpected results - how these impacted overall findings

Considers future directions of research and what further investigation is warranted

Conclusion

Main findings of the study are summarized and potential or planned future work is discussed

Citations & References

All sources are included and cited using consistent formatting guidelines

Have sufficiently met SFJ's strong recommendation that a majority of the submission's references/information should come from peer-reviewed, published journal articles

Citations follow Vancouver Style, for more information see
journal.stemfellowship.org/page/sfj-authors/sfj-itas

Example:

Al-Habian A, Harikumar PE, Stocker CJ, Langlands K, Selway JL. Histochemical and immunohistochemical evaluation of mouse skin histology: comparison of fixation with neutral buffered formalin and alcoholic formalin. *J Histotechnol*. 2014 Dec;37(4):115-24.

Taken from The Michener Institute Vancouver Style Reference Guide

michener.ca/students/library/referencing-writing-help/vancouverstyle

Appendices (Optional)