Manuscript Guidelines

SUBMISSION

Scope of Contributions
JIM welcomes manuscripts in English on all aspects of integrative medicine from all over the world. Reviews, systematic reviews, methodology, study protocols, and original research articles (both basic medicine studies and clinical trials) are especially welcome. Commentaries, short reports, case reports, book reviews, conference summaries, and letters to the editor are also accepted.

Manuscript Submission
Manuscripts should be submitted online via the JIM's online submission and peer review website (known as ScholarOne Manuscripts) at http://mc03.manuscriptcentral.com/jcim-en. Regardless of the source of the word-processing tool, only electronic PDF (.pdf) or Word (.doc, .docx, .rtf) files can be submitted through the ScholarOne Manuscripts. There is no page limit. Only online submissions are accepted to facilitate rapid publication and minimize administrative costs. Submissions by anyone other than one of the authors will not be accepted. The submitting author takes responsibility for the paper during submission and peer review. If for some technical reason submission through the ScholarOne Manuscripts is not possible, the author can contact jcim@163.com for support.

Terms of Submission
Manuscripts containing original material are accepted for consideration if neither the article nor any part of its essential substance, tables, or figures has been or will be published or submitted elsewhere before appearing in the JIM. This restriction does not apply to abstracts or press reports published in connection with scientific meetings. The submitting author is responsible for ensuring that the article's publication has been approved by all the other coauthors. It is also the authors' responsibility to ensure that the articles emanating from a particular institution are submitted with the approval of the necessary institution. Only an acknowledgment from the editorial office officially establishes the date of receipt. Further correspondence and proofs will be sent to the author(s) before publication unless otherwise indicated. It is a condition of submission of a paper that the authors permit editing of the paper for readability. All enquiries concerning the publication of accepted papers should be addressed to jcim@163.com.

PUBLICATION PROCESS

Manuscript Receipt
Upon the receipt of the manuscript, the JIM Editorial Office will assign a code number, which is to be used in all subsequent correspondence.

Peer Review
All manuscripts are subject to peer review and are expected to meet standards of academic excellence. Submissions will be considered by an editor and “if not rejected right away” by
peer-reviewers, whose identities will remain anonymous to the authors. Based on the comments of the reviewers, the journal editor determines whether the manuscript is accepted, rejected, or requires revision before publication, and the decision will be sent to the authors.

Revision
If revision is required, the authors should amend and resubmit the manuscript within 30 days. Resubmission after 30 days may be considered as a new submission. If the revision is not satisfactory to the reviewers, the author may be asked to make a second revision.

Article Processing Charges
JIM is an open-access journal. No charge will be levied on manuscripts and there is no limit to the number of words, tables, or figures.

MANUSCRIPT PREPARATION

These guidelines are in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication”. Recent issues of JIM should be consulted for examples.

Title Page
The title page should carry the following information: 1) title of the article; 2) name and institutional affiliation of each author; 3) the designated corresponding author’s name, mailing address, telephone and fax numbers, and e-mail address; 4) source(s) of financial support of the study.

Original Research Articles
Abstract
The abstract should be self-contained and citation-free and should not exceed 250 words. Abstracts of randomized controlled trials (RCTs) should consist of six paragraphs, labeled Background, Objective, Design, setting, participants and interventions, Main outcome measures, Results, and Conclusion. Abstracts of original experimental research papers should consist of four paragraphs, labeled Objective, Methods, Results and Conclusion.

Keywords
On the abstract page, authors should provide 3 to 8 keywords that capture the main topics of the article. Terms from Medical Subject Headings (MeSH) list of MEDLINE/PubMed should be used.

Main Text
Word count for original research manuscripts should be no more than 4 000 words. The text is usually divided into sections with headings such as Introduction, Materials and Methods, Results, Discussion, and Conclusion. For reports of RCTs authors should refer to the CONSORT 2010 Statement, which can be found at http://www.consort-statement.org.

Introduction
This section should be succinct, with no subheadings.

Materials and Methods
This part should contain sufficient detail so that all procedures can be repeated. It can be divided
into subsections if several methods are described.

Results
Emphasize or summarize only the most important observations. When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them. Do not duplicate data in graphs and tables. Avoid nontechnical uses of technical terms in statistics, such as “random” (which implies a randomizing device), “normal,” “significant,” “correlations,” and “sample.”

Discussion
Emphasize the new and important aspects of the study and the conclusions that follow from them in the context of the totality of the best available evidence. Do not repeat in detail data or other information given in the Introduction or the Results section. For research articles, it is useful to begin the discussion by briefly summarizing the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice.

Conclusions
This should clearly explain the main conclusions of the work highlighting its importance and relevance.

Ethics
When reporting experiments on human subjects or animals, the authors should include a statement in the Materials section. Human experiments must be performed in accordance with international ethical standards such as the Declaration of Helsinki, and the research protocol must be approved by an institutional review board (IRB) or equivalent human ethics committee. Documented informed consent must be obtained from all human subjects of clinical research prior to any experiment; the confidentiality of patients’ information must be preserved and a statement to that effect must be included. Laboratory research involving animals must comply with guidelines for animal care and use; the experimental protocol must be approved by the institutional animal care and use committee (IACUC), and a statement to that effect must be included.

Statistical Methods
Statistical methods should be described in sufficient detail to enable a knowledgeable reader to assess the appropriateness of the statistical analysis used. Statistical terms, abbreviations, and symbols must be defined, and computer software must be specified. Lacunae in observations, such as dropouts from the study, should be reported, and the intend-to-treat method should be applied.

Preparation of Figures
Upon submission of an article, authors are supposed to include all figures and tables in the PDF file of the manuscript. If the article is accepted, authors will be asked to provide the source files of the figures. Each figure should be supplied in a separate electronic file. All figures should be cited in the paper in a consecutive order. Figures should be supplied in either vector art formats (Illustrator, EPS, WMF, FreeHand, CorelDraw, PowerPoint, Excel, etc.) or bitmap formats (Photoshop, TIFF, GIF, JPEG, etc.). Bitmap images should be of 300 dpi resolution at least unless the resolution is intentionally set to a lower level for scientific reasons. If a bitmap image has labels, the image and labels should be embedded in separate layers. Legends for figures should be printed out with Arabic numerals corresponding to the illustrations.
Explain the internal scale and identify the method of staining and magnification of photomicrographs. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Abbreviations must be explained. If photographs of people are used, either the subjects must not be identifiable or written permission from the depicted individuals must be included. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

*Preparation of Tables*
Tables should be cited consecutively in the text. Every table must have a descriptive title and if numerical measurements are given, the units should be included in the column heading. Vertical rules should not be used.

*Acknowledgments*
All acknowledgments (if any) should be included at the very end of the paper before the references and may include supporting grants, presentations, and so forth.

*References*
Authors should check the accuracy of all reference citations. Unpublished data, classified periodicals, and personal communications may not be used as references. References should be numbered consecutively in the order in which they are first cited in the text. Identify references in text, tables, and legends by superscript of Arabic numerals in parentheses.

The titles of journals should be abbreviated according to the style used in MEDLINE/PubMed. List all of the authors (surname, initials), title of the article, name of the journal or book, year, volume (issue) and the first and last pages.

*Other Types of Articles*

*Review Articles*
Research review and systematic review articles are welcome and undergo the same peer-review and editorial process as original research reports. A research review article discusses a focused topic of recent research in integrative medicine, with commentary and analysis concerning the topic; a single-paragraph summary of fewer than 150 words should be included. For systematic reviews authors should refer to the PRISMA Statement, which can be found at http://www.prisma-statement.org. The author(s) of a review article should provide a comprehensive and critical but balanced view of the field. Review papers may be up to 5000 words.

*Study Protocol*
Study protocol should be for a proposed or ongoing RCT. It should follow the CONSORT guidelines and must have a trial registration number. Study protocols will usually be published without peer review if the study has received ethics approval and a grant from a major funding body (proof will be required). Study protocols without funding or ethical approval will be peer reviewed. A manuscript for study protocol should be divided into the following sections: Title Page, Abstract (consists of 4 paragraphs, labeled as Background, Methods/Design, Discussion, and Trial Registration), Keywords, Background and Significance/Preliminary Studies, Study Aims, Study Design/Methods, Discussion, Competing Interests, Authors’ Contributions, Acknowledgements and Funding, and References. Publishing your study protocol in JIM does not commit you to submitting subsequent reports of the study to us, although we do, of course, welcome such submissions.
**Case Reports**
Case reports will be considered if of particular interest. These should be less than 800 words, do not include an abstract, and should include a brief introduction and concise discussion describing the value of the report.

**Short Reports**
Short communications should be no more than 2 000 words, including title, author affiliations, references, and one figure or table. They do not include an abstract.

**Letters to the Editor**
Letters to the editor should be no more than 1 000 words. Preference is given to criticisms or comments related to articles published in JIM.

**Notices**
Announcements of forthcoming regional conferences will be published free of charge. Please specify the title of the meeting, the dates and venue, organizers, and correspondence or secretariat address.

**Proofs**
Corrected proofs must be returned to the publisher within 2-3 days of receipt. The publisher will do everything possible to ensure prompt publication. It will therefore be appreciated if the manuscripts and figures conform from the outset to the style of the journal.

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**Disclosure Policy**
A competing interest exists when professional judgment concerning the validity of research is influenced by a secondary interest, such as financial gain. We require that our authors reveal all possible conflicts of interest in their submitted manuscripts.

**Ethical Guidelines**
In any studies that involve experiments on human or animal subjects, the following ethical guidelines must be observed. For any human experiments, all work must be conducted in accordance with the Declaration of Helsinki. Papers describing experimental work on human subjects who carry a risk of harm must include a statement that the experiment was conducted with the understanding and the consent of the human subject, as well as a statement that the responsible Ethical Committee has approved the experiments. In the case of any animal experiments, the authors should provide a full description of any anesthetic and surgical procedure used, as well as evidence that all possible steps were taken to avoid animal suffering at each stage of the experiment.