

Author Guidelines and Submissions for the Journal of OB/GYN Hospital Medicine

Please carefully review guidelines for submission below. We welcome any questions, which can be sent to journal@societyofobgynhospitalists.org.

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About the Journal of OB/GYN Hospital Medicine

Mission

The Journal of OB/GYN Hospital Medicine will educate and elevate the OB/GYN hospitalist as an integral part of the healthcare team promoting excellence in women's healthcare. The journal will serve as a resource for OB/GYN hospitalists, as well as other clinicians and administrators who help provide obstetrical or gynecological care in the inpatient or acute care settings.

Readership and Authorship

Readers of the journal will include OB/GYN hospitalists in academic and non-academic settings, nurses, nurse practitioners, midwives, and physicians who are involved in OBGYN care. This can include specialties outside of general OB/GYN, including maternal fetal medicine, emergency medicine, critical care medicine, anesthesia, and internal medicine. It also includes hospital

administrators and leadership. Manuscripts can be submitted from any clinician or administrator who has a role in OB/GYN care in the inpatient or acute care setting.

Open Access for the Journal of OB/GYN Hospital Medicine

All submissions accepted for publication in the Journal of OB/GYN Hospital Medicine are immediately and permanently available online on websites affiliated with the Society of OB/GYN Hospitalists and the journal itself. This content is available for immediate and free use and can be linked, read, quoted, or cited by users worldwide. Credit must be given to the original authors and the journal. The original authors will retain the copyright.

Manuscript Types & Requirements for the Journal of OB/GYN Hospital Medicine

Original Research

Original research submission can include randomized controlled clinical trials, prospective studies, surveys, evaluation of diagnostic tests, observational studies, or qualitative comparisons. Please note that guidelines for review manuscripts are listed in a separate section.

Abstract: 300 words maximum

Word Count: 5,000 word maximum not including the abstract and references

Figures and Tables: 5 total figures or tables maximum

References: 50 maximum. References must be cited in the article.

Authors: No more than 10 authors. For manuscripts with > 7 authors, please also submit a cover letter explaining the contribution of each author. A study group will count as one author.

Case Reports

Case reports should include a description of a single case or a small number of related cases, followed by a discussion including clinical pearls and applications for clinicians working in the inpatient or acute care obstetrics and / or gynecology.

Abstract: 200 words maximum

Word Count: 1,500 words maximum, not including abstract or references.

Tables and Figures: No more than 3 total tables and figures.

References: No more than 15 references. All references should be cited in the article.

Authors: No more than 7 authors.

Consent: For all individuals who might be identifiable by any portion of the manuscript, including but not limited to photos, illustrations, tables, figures, data, or descriptions, the authors must obtain a release form signed by the individual or guardian giving permission for publication. A sample patient consent can be found [here](#). A similar consent obtained using a document from another journal or institution is also acceptable. This written documentation should be kept in the corresponding author's records.

The manuscript should include a statement that consent was obtained, and the corresponding author must upload the [attestation of consent](#).

Articles Providing Guidance in OB/GYN Hospital Medicine

These articles can be on a wide variety of topics that affect women's health in the inpatient and acute care setting, as well as the clinicians that care for them. They should be organized with an abstract, body, and references. Possible topics are included below but are not limited to this list. These may have a more narrative style than a traditional research article and are meant to provide guidance to clinicians in OB/GYN hospital care. Although not required, feel free to contact us if you would like to review a possible idea with us.

- Quality improvement initiatives including how-to articles and outcome articles
- Leadership development
- Teamwork development in the healthcare setting
- Medical malpractice tips and risk reduction
- Financial considerations affecting inpatient and acute care in OB/GYN
- Healthcare law and policy
- Public health initiatives
- Technology
- Communication
- Career development

Abstract: Include a short summary paragraph of 300 words or less.

Word Count: 2,000 words maximum, excluding abstract and references.

References: 25 maximum and each reference should be cited in the article.

Tables and Figures: 4 total tables or figures maximum

Authors: No more than 7 authors.

Reviews

Reviews include meta-analyses, broad systemic reviews, and best-practice reviews on clinical topics in OBGYN inpatient and acute care medicine.

Abstract: 300 words maximum

Word Count: 5,000 words maximum

References: 50 references maximum and each reference should be cited in the article

Tables and Figures: 5 total figures or tables maximum

Authors: No more than 7 authors

Letters to the Editor

Abstract: None

Word Count: 200 words maximum

References: 5 maximum

Tables and Figures: None

Authors: No more than 5 authors

Submission Details Applicable to all Manuscripts

All manuscripts that are submitted for consideration of publication in the Journal of OB/GYN Hospital Medicine should not be previously published anywhere or under the consideration for publication anywhere else. The manuscript must be approved by all individuals listed as an author and by any institution that the study was conducted at. All manuscripts will be reviewed by the editorial board of the journal. If the editorial board recommends possible inclusion in the journal, the manuscript will undergo peer review. Peer reviewers shall remain confidential. Revisions may be requested. Final decisions on publication and inclusion in the journal will then be made by the editorial board.

- The title page should be submitted separately from the body of the manuscript as a Word document. The title page should include the manuscript title, full names of authors including academic degrees and affiliated institutions (university or hospital), corresponding author email and phone contact information, and manuscript word count. The title page must list any potential conflicts of interest including commercial support received, as well as any payments or grants for the study itself or manuscript preparation.

- The body of the manuscript should be submitted as a Word document with 12-point font, and should be double-spaced, with line numbers and page numbers.
- Following the abstract, up to 8 key words may be listed. Tools to find MeSH keywords can be found here: <https://www.nlm.nih.gov/mesh/meshhome.html>
- Any tables and figures must be created and submitted in Word or Excel format so that formatting is possible during the copyediting process. Do not submit any scanned images, photographs, or PDFs of tables or figures.
- All original research submissions should include the Abstract, Introduction, Methods, Results, and Discussion, followed by the Tables and Figures, and lastly the References. Other types of manuscripts do not have required sections in the body.
- References can be submitted in any style but should be a consistent style throughout. All references should be cited in the text and should be numbered in the order they appear in the text. All authors of references should be listed up to six, and then use “et al.”
- All abbreviations should be spelled out with initial use. For a list of standard abbreviations please refer to the *AMA Manual of Style* as well as the abbreviations list published by *Obstetrics and Gynecology* found here: <https://edmgr.ovid.com/ong/accounts/abbreviations.pdf>
- All journal name abbreviations should be Index Medicus abbreviations.

Author Requirements

All persons listed as an author of the manuscript must contribute to the idea, design, data analysis or interpretation, or intellectual content of the study or manuscript. Each author is accountable for all aspects of the work and must give final approval of the version to be published. Collecting data or supporting the study financially does not meet the requirements for manuscript authors. Authors who solely provide supervision or based on academic or employment position, such as department chair or supervisor, do not meet requirements for manuscript authors.

Acknowledgments

Acknowledgments should only include people who have provided either technical support or contributed to content of the study or manuscript. The submitting authors are required to obtain permission from anyone listed in the acknowledgments. This section, if included, should be listed just before the references.

Conflict of Interest

Every author listed in the manuscript must provide full disclosure of any financial or other potential conflicts of interest that might cause a bias in the study or manuscript. Any commercial support received, including grants, must be listed on the original manuscript's title page.

Authors are required to disclose if they themselves or an immediate family member currently has or had, within the last three years any affiliations with organizations that have a direct interest in the material in the manuscript or study. This includes all financial interest, including but not limited to employment, stock ownership, consultant work, promotion of a product or company, honoraria, or membership on the board of directors or other leadership position.

Ethical Conduct for All Research Studies

All research that involves human participants must be approved or deemed exempt from review by the appropriate institutional review board (IRB). The manuscript should include a statement that all human participants either gave informed consent for participation or explain that explicit informed consent was not required by the local IRB. If individuals might be identifiable by any portion of the manuscript, including but not limited to photos, illustrations, tables, figures, data, or descriptions, the authors must obtain a release form signed by the individual giving permission for use in the publication. Note that human participants in research includes human tissue or blood and medical records.

Ethical and Scientific Misconduct

If ethical or scientific misconduct is suspected, the editorial board of the journal reserves the right to notify the dean or chief executive officer of the sponsoring or funding institution. The editorial board also reserves the right to notify other appropriate authorities if misconduct is suspected and provide any needed materials for investigation. The editorial board will notify the authors of the manuscript of the intention to report a suspicion of misconduct.

Misconduct can include, but is not limited to, omitting an author who contributed significantly to the manuscript, inclusion of an author who did not meet authorship requirements, failure to disclose conflicts of interest, falsification or fabrication of data, and publication with another entity.