

MERIDIANS

The Journal of
Acupuncture and
Oriental Medicine

AUTHOR GUIDELINES

Meridians: The Journal of Acupuncture and Oriental Medicine (MJAOM) is a peer reviewed, quarterly, scientific journal. Published and first-time authors are welcome to submit articles about acupuncture, East Asian medicine, and integrative/evidence-based medicine. MJAOM publishes original research, pilot studies, case reports, meta-analyses, conference proceedings, literature reviews, translations, and affiliated pieces on business practice, policy, ethics, law, insurance, education, history and culture, nomenclature, and related disciplines. We do not publish articles on veterinary medicine.

Please read these Author Guidelines before submitting to MJAOM.

ONLINE SUBMISSION

- If a submission initially meets the standards set by this Author Guideline per a first review by the editor in chief, it will be reviewed by at least two qualified peer reviewers. This peer review will result in:
 - Acceptance with minor changes
 - Outright rejection
 - Acceptance upon completion of major revisions based on reviewers' comments
- Articles rejected by peer reviewers may be resubmitted for consideration after corrections in response to suggestions by peer reviewers. This usually takes more than one cycle of reviewer comments and author revision.
- MJAOM does NOT publish articles that have been previously published.
 - MJAOM *may* consider publication of translated articles that have been published in another language outside the U.S. Author permission is required.
- Upon acceptance for peer review, author(s) must agree to offer their article exclusively to MJAOM. Author(s) retain their intellectual property rights governing future use of published materials after one year. *If the MJAOM-published article is reprinted in another publication within a year, the author must obtain and include "Permission granted, etc." from MJAOM.*
- MJAOM retains the right to publish the article in the printed journal issue and the online issue.
- Each author of a published article, interview, or book review will receive two print copies of that issue.

- Please **submit** to submissions@meridiansjaom.com
- **Deadlines for submission:** Articles are welcome any time—but by or before:
 - **December 15** to be considered for the spring issue
 - **March 15** to be considered for the summer issue
 - **June 15** to be considered for the fall issue
 - **September 15** to be considered for the winter issue
- Your submission will be immediately acknowledged.
 - Review process may take up to 90 days to complete by both reviewers and authors.
 - Author(s) will be notified of publication date, which may but will not necessarily take up to one year.
- The manuscripts should be prepared in accordance with the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication](#)
- Submit all original manuscripts in English
- Spell-check all words and confirm all technical terms and names
- Articles must be submitted in an electronic format, preferably **Microsoft Word**.
 - All tables, graphs, photos, etc. must be submitted in separate files and adequately labeled.
- Although use of the first person is not generally recommended, “we” can be used sparingly as appropriate. (Book reviews and opinion papers may be written in first person format.)
- **Article Length:**
 - **Original clinical research, systematic reviews and meta-analyses, literature reviews:** approximately 3500 words—longer articles up to 5500 words may be considered
 - **Pilot studies and other original work:** approximately 1500-2000 words.
 - **Case Reports:** Approximately 2500-3500 words.

Please refer to these and additional resource documents found in Meridians: JAOM [Author Research/Resources](#). In the “How to Write a Case Report” section you will find downloadable PDFs: S.P. Vinjamury’s “**How to Write a Good Case Report**,” Edward Chiu’s “**Rubric: How to Write a Case Report for Submission to an AOM Journal**” and **CARE** information. Please read these.
- Title Page should Include:
 - The title of the article, which should be concise but informative
 - The name of each author; the name of the department(s) and institution(s) in which the work was done; the address, telephone and fax numbers, and the e-mail address of primary author responsible for correspondence about the manuscript
 - Mention any grant support on this page
 - List byline names in order of authors’ conception, design and/or analysis and interpretation of data as well as involvement in writing or revising of manuscript

Abstract

- Limit Abstracts to 250-300 words

- Do NOT include abbreviations of terms such as “TCM” in the abstract
- Do NOT include references in the Abstract
- Abstracts *for research articles* can include five short paragraphs labeled:
 - Objective—State the purpose of the study or investigation
 - Methods—List the basic procedures
 - Results—Discuss main findings briefly (give specific data and their statistical significance)
 - Discussion—Briefly state significance and limitation of findings; state new hypotheses if necessary
 - Conclusion—State conclusion succinctly

NOTE: This multi-part abstract format applies only to scientific research and *does not apply* to other types of articles. A one-paragraph format briefly discussing each above topic is acceptable for case reports, literature reviews, opinion papers, etc.

Meridians: JAOM’s [Author Research/Resources](#) has a valuable five-part article by Jennifer A. M. Stone on how to write a research paper as well as many other resources.

Key Words

- Provide 3-8 relevant, medically-based words or terms separated by commas
- Use terms from the medical subject headings ([MeSH](#))
- Traditional Chinese medical subject headings and current terms may be used

Text

- Introduction:
 - State the purpose of the article. Give a brief, relevant background to the study.
- Methods:
 - Clearly describe the subjects (patients or laboratory animals and the controls, including criteria for selection)
 - Describe the methods, apparatus and procedures in sufficient detail
 - Identify precisely all drugs and chemicals used, including their generic name(s), dose(s) and route(s) of administration
 - Identify all herbal formulas used, including formula name, manufacturer, dose(s) and routes(s) of administration. Don’t list each herb in the formula unless it is a custom formula. This individual listing of formulas may be set up as a Table.
- Results:
 - Present the results in the text, in tables as necessary, and through illustrations concisely and in a logical sequence
 - Do not repeat all of the data in the text that is contained in the tables or illustrations
 - Summarize *only* the important observations
- Discussion:
 - Include the interpretation and significance of the findings and their limitations as well as implications for future research

- State new hypotheses when warranted; clearly label them as such
- Do not repeat information from the Results section
- Conclusion:
 - Emphasize any important new findings per your article
 - Include implications of these findings *and* their limitations
 - Include a statement about the need for further research on this topic

NOTE:

- Use ONE space only between sentences
- Put ALL tables, graphs and figures or illustrations in *separate* files—PDF, jpeg, .xlsx. Label each file clearly
- Do not use Power Point
- Mark in the text with yellow highlight, ex: "Insert Table 1 Here," to expedite the layout process

Tables

- Number each table in sequence using Arabic numerals (i.e., Table 1, Table 2, Table 3, etc.). Provide a title for each Table.
- If necessary, include a Table summary (maximum 15 words). Detailed legends may then follow but should be concise.
- When creating a table or figure, please consider the size reduction quality. Tables and graphs may be reproduced in gray-scale if they do not appear on a color page of the print version, so consider the colors used in the table.
- Explain scales

Figures and Illustrations

- Photos: 300 dpi or higher
- Submit all photos in .jpg format
- Photos may appear in print in black and white or color depending on layout. Note that all color photos will be in color in the online version of the issue.
- MJAOM has the right to refuse to print any photograph.

Units of Measurement

- Report all measurements of length, height, weight and volume in metric units, e.g., (meter, kilogram, or liter)
- Report all hematologic and clinical-chemical measurements in the metric system in terms of the International System of Units (SI), e.g., (kelvin, micrograms)
- Use a space between the number and the metric measurement: e.g., 9 g, 32 mm, 273.15 K

Abbreviations and Terminology

- Use only easily recognizable standard abbreviations found in the literature; do not use them in the Abstract
- Spell out all abbreviations and acronyms in full in their first appearance in the text
- Avoid abbreviations in the title, Abstract, and key words
- Abbreviate standard units of measure

- For specific products, use the non-proprietary (generic) names or descriptive terms; brand names can be included at first mention
 - Use **pinyin** for Romanization. Italicize pinyin words and terms but do not capitalize, e.g., *taiqi*, *jing-well*.
 - Chinese terms: italicize, rather than capitalize, e.g., not Qi but *qi*, not Yang but *yang*
 - Chinese texts: pinyin name and common English translation, e.g., *Suwen* (Plain Questions)
 - Acupuncture points: include prefix, point number, pinyin name. e.g., BL-10 tianzhu, GB-20 fengchi, ST-36 zusanli.
 - Present herbs by their pinyin and Latin names. Acupuncture terms should conform to accepted nomenclature (LU LI ST SP HT SI BL KI PC TE GB LV CV GV)
 - Herb names: use italicized pinyin, followed by binomial pharmaceutical Latin in parentheses, e.g., *huang qi* (*Radix Astragali membranaceus*), *ju hua* (*Flos Chrysanthemi morifolii*).
 - Herbal prescriptions: use italicized pinyin name, followed by English name as used in *Formulas and Strategies* (Eastland Press), e.g., *Wu Ling San* (Five Ingredient Powder with Poria)
 - Capitalize terminology used within AOM context and hyphenate if necessary, e.g., Damp-Heat (not damp heat), Phlegm-Fire (not phlegm fire), etc. Italicize pinyin and do not capitalize or hyphenate unless the English is a definition of the pinyin word, e.g., *jing*-essence deficiency, *qi* stagnation, *shen*-spirit.
 - Do not capitalize terminology used in a biomedical context. Be careful and consistent about usage either in a biomedical or in an AOM context. Refer to terminologies:
 - 5 Elements/Phases: Wood, Fire, Earth, Metal, Water
 - 5 *zang*-viscera: Liver, Heart, Spleen, Lung, Kidney
 - 6 *fu*-organs: Stomach, Gallbladder, Small Intestine, Large Intestine, Bladder
 - *Sanjiao*-Triple Energizer (TE): Upper Burner, Middle Burner, Lower Burner
 - 6 Pathogens: Wind, Cold, Heat, Damp, Dry, Fire
 - 8 Principles: *yin*, *yang*, Cold, Heat, Interior, Exterior, Deficiency, Excess
 - Pulse positions: *cun*-inch, *guan*-bar, *chi*-cubit
 - WHO Pulse images: floating, sunken, hidden; slow, moderate, rapid; large, soft; surging, thin; vacuous, replete; long, short; slippery, wiry, tight, soggy, relaxed, faint, weak, hollow, drumskin, intermittent
 - Other pathological factors/biomedical symptoms: Water Accumulation vs. water retention, Food Stagnation vs. indigestion, Glomus vs. epigastric distension, Rheum vs. mucus, Phlegm vs. psychogenic/psychosomatic condition

Acknowledgements

- Acknowledge the role of a medical writer or resource person who did not contribute to the extent of a listed author in a **very short paragraph** at the end of the article
- Obtain permission to acknowledge from all those mentioned in the Acknowledgements
- List the source(s) of funding for the study, for each author, and for the manuscript preparation in the acknowledgements section briefly at the end of the article

References (USE END NOTES, NOT FOOT NOTES)

- Number the references consecutively in the order in which they are first mentioned in the text
- *Do not* use Roman numerals; use superscripted Arabic numbers
- Use the [NIH U.S. National Library of Medicine](#) as a resource to format all references
 - **Note:** no periods in initials of names
 - **Examples: (note how words in journal titles are capitalized or not)**
 - JOURNAL: Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25; 347(4): 23-33.
 - List the first six authors followed by et al. (Note: NLM now lists all authors)
 - Optional Addition of a Database's Unique Identifier for the Citation: Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25; 347(4):284-7. PubMed PMID: 12140307.
 - BOOKS AND OTHER MONOGRAPHS: Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002.
 - NEWSPAPER ARTICLE: Tynan T. Medical improvements lower homicide rate: Study sees drop in assault rate. *The Washington Post.* 2002 Aug 12; Sect. A:2 (col. 4).
 - ARTICLE ON THE INTERNET: Abood S. Quality improvement initiative in nursing homes: The ANA acts in an advisory role. *Am J Nurs [Internet].* 2002 Jun [cited 2002 Aug 12]; 102(6):[about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htmArticle>
 - ARTICLE WITH UNIQUE PUBLISHER ITEM IDENTIFIER (PII) IN PLACE OF TRADITIONAL PAGINATION OR DOI: Tegnell A, Dillner J, Andrae B. Introduction of human papillomavirus (HPV) vaccination in Sweden. *Euro Surveill.* 2009 Feb 12;14(6). pii: 19119. PubMed PMID: 19215721.
 - More examples of End Note formats: [NIH U.S. National Library of Medicine](#)
- Avoid citing "personal communications" unless absolutely necessary. Do not list these in references; rather, please place in parentheses in text
- **When end note references are repeated in text, repeat the reference number for that reference**
- **Do not use ibid or op cit.**

Author Bio(s)

- Place bio(s) at end of article before the reference section
- Limit bio to 50-75 words or less for each author
- Author's email address may be included at the end of bio

Disclosure of Conflict of Interest and Financial Disclosure

Meridians: The Journal of Acupuncture and Oriental Medicine is obligated to disclose such conflicts to its readers. The author(s) should disclose any potential financial or conflict of interest at the end of the article. Conflicts include, but are not limited to: stock ownership, employment/consultancies, grants, patents, royalties.

Informed Consent, Study Ethics Approval, and Subject to Confidentiality:

- For controlled trial research of acupuncture use [STRICTA \(Standards for Reporting Interventions in Controlled Trials of Acupuncture\)](#)
- Studies on human subjects require review board or ethics committee approval and proof of informed consent from subjects
- Authors without formal ethics review, follow the [Declaration of Helsinki](#)
- No subject identification should be in the submission, unless specific to scientific purposes
- Masking subjects' eyes in photographs is not sufficient to protect identity
- Animal experimentation:
 - Authors must state that permission was obtained
 - Research must conform to current standards of ethical animal research practices
 - Humane treatment and adherence to ethical animal research practices should be documented

MJAOM Policy on Endangered Species

Meridians: The Journal of Acupuncture and Oriental Medicine supports the production and use of Chinese herbal products that pose no risk of any kind to any endangered plant or animal species. Use of rare or endangered plants or animals is at odds with basic principles of harmony and balance, which are central to Eastern medicine philosophy. We commend the producers and manufacturers who uphold these values, and we encourage this when purchasing herbs and other traditional medicines.

See **Author Guidelines Checklist** on next page

MERIDIANS

The Journal of
Acupuncture and
Oriental Medicine

Author Guidelines Checklist:

Manuscripts for research articles should be divided into the following sections:

Title page

Abstract

Key Words

Introduction (Background)

Methods

Results

Discussion

Conclusion

Acknowledgements

Bio

References

-Figure legends (if any) should be submitted as separate files

-Tables and captions (if any) should be submitted as separate files in Excel

-Each photo should be submitted as .jpg in a separate file

When writing case reports, please go to the [Author Research/Resources](#) section of our website, under “How to Write Case Reports” and refer to S. Prasad Vinjamury’s “How to Write a Case Report” and Edward Chiu’s “Rubric: How to Write a Case Report for Submission to an AOM Journal”

When writing scientific research papers, please refer to Jennifer A. M. Stone’s “Five Studies on Scientific Writing” and other resources in the [Author Research/Resources](#) section at the website: www.meridiansjaom.com