

Standards for Manuscript Submission

General Information:

The American Journal of Bioethics (AJOB) is a refereed journal and articles are accepted on a non-remunerative basis. Submitted manuscripts must wholly comprise original material and are reviewed with the explicit understanding that their essential substance or contents have not been and will not be submitted for publication elsewhere in any form, unless and until such time as *AJOB* rejects said material. Authors wishing to discuss manuscript ideas are encouraged to call the Editorial Office at 888.360.2562 or to email the *AJOB* Editorial Office at editor@bioethics.net. The Taylor & Francis Group and *The American Journal of Bioethics* accept no responsibility for the statements and opinions expressed by contributors. Because of rapid advances in the medical sciences, and the scope and nature of peer review and peer commentary in *AJOB*, no clinical use of *AJOB* should be attempted. Discussions, views, and recommendations as to medical procedures, choice of drugs, and drug use are the responsibility of the authors. The names *The American Journal of Bioethics* and *AJOB* are copyrighted.

Manuscript categories:

- **Target Articles:** *The American Journal of Bioethics* typically publishes work that (i) offers an unusually significant theoretical or conceptual contribution that formally models or systematizes a body of research; or (ii) a novel interpretation, synthesis, or critique of existing experimental or theoretical work. Occasionally, articles dealing with social, cultural or philosophical aspects of bioethics will be

considered. Manuscripts may not exceed 7500 words in length (excluding references), and should be in Microsoft Word format.

- **Open Peer Commentaries:** The purpose of the Open Peer Commentary (OPC) is to provide a concentrated constructive interaction between author(s) of a Target Article and author(s) who wishes to provide critical commentary about the target article. Commentators should provide substantive criticism, interpretation, and elaboration, as well as any pertinent complementary or supplementary material, such as figures or illustrations. Commentaries should range between 500-1500 words and contain no more than ten citations. Proposals for open peer commentaries are solicited for select Target Articles, which may be read and downloaded via the ScholarOne portal. All authors interested in writing an Open Peer Commentary must first submit a short proposal (2-4 sentences) via the ScholarOne portal. If your proposal is selected, you will receive an email informing you of the deadline for your submission. This email should not, however, be considered a guarantee of acceptance and publication of your commentary.
- **Letters to the Editor:** Text limited to 800 or fewer words (reference list, footnotes, figure legend or table are excluded from the word count). Correspondence must be related to work published in the journal, and will be referred to the author(s) for comment and the response will be published along with the letter. Where the letter concerns an item appearing in the journal, cite the item in the numbered references. The Editors reserve the right reject correspondence without explanation.

- **Book Reviews:** Book reviews appear by invitation only. Author-initiated reviews will not be accepted.
- **Other:** All other manuscript types appear by invitation only, and author-initiated submissions will not be accepted.

The Editors of *The American Journal of Bioethics* strive to review your work promptly and to the highest standards of scholarship and literacy. The speed and, to some extent, the quality of this review depend on the condition of your manuscript when it is submitted. By delivering a manuscript prepared according to the standards that follow, you will do much to help us review your work quickly and well. It is recommended that authors not fluent in the English language have their manuscripts edited by an expert in the language prior to submission to the journal

Acceptance Criteria for Target Articles:

To be eligible for publication, an author-initiated target article should not only meet the standards of a journal such as *Science* or *The New England Journal of Medicine* in terms of conceptual rigor, empirical grounding, and clarity of style, but it should also offer a clear rationale for soliciting Open Peer Commentary, which is the decisive consideration. Controversy is not a sufficient criterion for soliciting commentary, nor is the mere presence of interdisciplinary aspects sufficient. Some appropriate rationales for seeking Open Peer Commentary would be that:

- the material bears in a significant way on some current controversial issues in *The American Journal of Bioethics*;

- its findings substantively contradict some well-established aspects of current research and theory;
- it criticizes the findings, practices, or principles of an accepted or influential line of work;
- it unifies a substantial amount of disparate research;
- it has important cross-disciplinary ramifications;
- it introduces an innovative methodology or formalism for consideration by proponents of the established forms;
- it meaningfully integrates a body of relevant bioethical data; and
- it places a previously dissociated area of research into a bioethical perspective.

Technical Requirements for Target Articles:

For the mechanics of manuscript preparation, please observe the guidelines below without exception. **The Editors reserve the right to reject any manuscript that does not conform to these standards.**

1. Please define, describe, and simplify any technical terminology and/or specialized concepts.
2. Manuscripts may not exceed 7500 words in length (excluding references), and should be in Microsoft Word format.
3. **Title Page:** The name, address and professional affiliation of all authors should appear on the title page only.

4. **Abstract:** An abstract of no more than 150 words should precede the text of the manuscript. Six keywords should be included for indexing purposes as well.
5. **Main Document:** Please remove all identifying information about the author(s) unless the author(s) are cited in the text. Information about the authors(s) should be given in the Title Page only. Additionally, please remove acknowledgements.
6. **Graphics:** Please convert all graphics to TIFF or EPS format. Line art should be a minimum of 600 dpi, and halftones a minimum of 266 dpi in resolution.
7. **References:** The author(s) are responsible for the accuracy and thoroughness of citations. Please see the reference appendix for examples.
8. **Notes:** Avoid extracts, tables, and paragraphing in notes. Footnotes will be converted to endnotes in the typeset version.
9. **Quotations:** Quotations of more than two lines should be set off in a separate paragraph with double indentation. Quotations of less than two lines may remain in the main body of the text, placed within double quotation marks. All extract citations must include page numbers.
10. **Copyright:** Authors of accepted articles will be asked to sign a Transfer of Copyright form transferring copyright of the article to the publisher, or retaining said copyright, under certain circumstances.
11. **Conflicts of Interest:** If your work is accepted, you will be asked to submit any financial or other material, professional, or scholarly relationships that involve the area under discussion in the manuscript. This includes honoraria,

payments, stock holdings, and other relationships. All disclosed conflicts of interest will be reviewed by the conflict of interest committee. This committee will make recommendations as to the disclosure to peer reviewers, and the nature of disclosure required should the article be accepted. All appropriate disclosures will be printed alongside each article in the paper and online AJOB.

If your paper is accepted as a Target Article, the author(s) can no longer alter the article once the Commentary stage of the process has begun, but can respond formally to all commentaries accepted for publication. The target article and commentaries then co-appear in AJOB, and authors' responses appear in subsequent issues. Continuing commentary and replies can appear as well in later issues.

Acceptance Criteria for Open Peer Commentary:

As previously stated, the purpose of the Open Peer Commentary is to provide a concentrated constructive interaction between author(s) of a Target Article and an author who wishes to provide critical commentary about the target article.. Commentators should provide substantive criticism, interpretation, and elaboration as well as any pertinent complementary or supplementary material, such as illustrations.

Access to target articles is available via the ScholarOne portal. If you decide to write a Peer Commentary, you should first upload a short proposal using this online system. If your proposal is selected, you will receive an email informing you of the deadline for your submission. This email should not, however, be considered a guarantee of acceptance and publication of your commentary.

Technical Requirements for Open Peer Commentary:

1. **Style and format for commentaries:** Peer commentaries range between 500-1500 words and contain no more than ten citations. Spelling, capitalization, and punctuation should be consistent within each article and commentary and should follow the style recommended in the latest edition of *The Chicago Manual of Style* (The University of Chicago Press, latest ed. 2014). It may be helpful to examine a recent issue of *AJOB* to read over past commentaries.
2. All submissions must include an indexable title, followed by the authors' names in the form preferred for publication, full institutional addresses, and electronic mail addresses. In addition to your Commentary and contact information, you should include a short bio (3-4 lines in length), which will be published in the "Contributors" section of the journal. The bio should include your affiliation, your research interests, and any major publications.
3. **Illustrations:** Tables and figures (i.e., photographs, graphs, charts, or other artwork) should be numbered consecutively. Every table should have a title; every figure, a caption. At least one reference in the text must indicate the appropriate locations.

4. Papers published in conference proceedings are treated like chapters in books. If further detail is needed on citation or reference list formatting, please consult chapters 15-17 of the Chicago Manual of Style, 16th edition.
5. **Notes:** Avoid extracts, tables, and paragraphing in notes. Footnotes will be converted to endnotes in the typeset version.
6. **Quotations:** Quotations of more than two lines should be set off in a separate paragraph with double indentation. Quotations of less than two lines may remain in the main body of the text, placed within double quotation marks. All extract citations must include page numbers.
7. **References:** The author(s) are responsible for the accuracy and thoroughness of citations. Please see the reference appendix for examples.

Communications and timetable:

The editorial office will communicate all decisions about author-initiated target articles to the corresponding author via e-mail. In most cases the authors will be informed of acceptance, rejection, or need for revision within six to eight weeks of submission. Papers sent back to authors for revision must be returned within the time specified or the manuscript will be retired from further consideration.

Open peer commentary proposals are reviewed as a set, with authors informed of acceptance or rejection within two to three weeks of posting of the target article in

question. Accepted commentaries must be received within the time specified to guarantee review and potential publication.

For more information and more specific guidelines, please contact the editorial office:

Executive Editor

The American Journal of Bioethics

editor@bioethics.net

888.360.2562

Appendix A: Reference Examples

The author's last name and the year of publication (with no punctuation between them) is enclosed in parentheses and directly follows the citation: (Feingold 1995)

When citing specific pages or sections of a work, that specification follows the year of publication, preceded by a comma: (Kimura and Hampson 1994, 58)

For works with more than three authors, et al. should be used, and lowercase letters differentiate separate works by the same author written in the same year:

(Curlee et al. 1994) (Anderson 1994a, 1994b)

Multiple citations should be arranged first alphabetically, then chronologically if necessary to differentiate works by the same author, with works separated by semicolons: (Anderson 1994; Feingold 1995; Kimura and Hampson 1994).

A corresponding list of works cited should appear at the end of the article. Please abbreviate first name and spell out the last name for authors. Use headline capitalization for titles of journals and sentence capitalization for titles of books, journal articles, and chapters. ***Please do not abbreviate the names of Journals.*** Some examples of common citation formats are provided:

Single author, journal:

Feingold, A. 1994. Gender differences in personality: A meta-analysis.

Psychological Bulletin 116(3): 429-456.

Two authors, journal:

Kimura, D., and E. Hampson. 1994. Cognitive pattern in men and women is influenced by fluctuations in sex hormones. *Current Directions in Psychological Science* 3(2): 57-61.

More than two authors, journal:

Ubel, P. A., C. L. Bryce, L. A. Siminoff, A. L. Caplan, and R. M. Arnold. 2000. Pennsylvania's voluntary benefits program: Evaluating an innovative proposal for increasing organ donation. *Health Affairs* 19(5): 206-211.

Single author, book:

Macklin, R. 1999. *Against relativism*. New York, NY: Oxford University Press.

Chapter in edited collection:

Charon, R. 1994. Narrative contributions to medical ethics. In *A matter of principles: Ferment in U.S. bioethics*, ed. R. P. Dubose, R. Hamel, and L. J. O'Connell, 260-283. Valley Forge, PA: Trinity Press.

Papers published in conference proceedings are treated like chapters in books.

If further detail is needed on citation or reference list formatting, please consult chapters 15-17 of the Chicago Manual of Style, 16th edition.