Best Practices for Successful and Sustainable Journals
2017
Welcome!

• University of Toronto Medical Journal
  – Since 1923, oldest-student university medical journal in North America
  – General scientific PEER-REVIEWED publication
    • Not exclusively for student research, but we are student-run
    • Most staff who trained at U of T will have been apart of the UTMJ

• Medical Society affiliated publication
• Publishing volume 94 this year, planning for 3 issues (1/2/3)
• Theme 1: Paediatric Health
• Theme 2: Surgery
• Theme 3: TBD
• 1. Original research
  2. Review articles
  3. Perspectives and Commentaries
  4. Case reports
  5. Book reviews
  6. Letters to the Editor
### Timeline

<table>
<thead>
<tr>
<th>Theme 1: Paediatric Health</th>
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<tbody>
<tr>
<td>Call for submissions</td>
<td>August 1, 2016</td>
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<tr>
<td>Submission deadline</td>
<td>Oct. 1, 2016</td>
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<td>Final decisions</td>
<td>Nov. 1, 2016</td>
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<td>Send to layout specialists</td>
<td>Nov. 15, 2016</td>
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<tr>
<td>Receive proofs</td>
<td>Dec. 7, 2016</td>
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<td>Send to printers</td>
<td>Dec. 30, 2016</td>
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<td>Theme 2: Surgery</td>
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<td><strong>Call for submissions</strong></td>
<td>Oct. 31, 2016</td>
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<tr>
<td><strong>Submission deadline</strong></td>
<td>Jan. 1, 2017</td>
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<td><strong>Final decisions</strong></td>
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<td><strong>Receive proofs</strong></td>
<td>March 7, 2017</td>
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<tr>
<td><strong>Send to printers</strong></td>
<td>March 30, 2017</td>
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**Timeline**

- **Managing Ed.**
- **Associate Ed./Section Ed.**
- **Copy Ed.**
<table>
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<tr>
<th>Theme 3:</th>
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<tbody>
<tr>
<td>Call for submissions</td>
<td>Jan. 31, 2017</td>
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<tr>
<td>Submission deadline</td>
<td>April 1, 2017</td>
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<td>April 30, 2017</td>
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<td>June 7, 2017</td>
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<td>Send to printers</td>
<td>June 30, 2017</td>
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New Article Submitted → Editors-in-Chief Assign article to AEs

**AE:** sends faculty reviewers until min 1 confirmation, assigns faculty the article (OJS), assigns two student reviewers (i.e., SE)

**Author:** Author makes necessary changes and sends back to AE

**SE** reviews article and provides feedback and recommendation to AE

**AE** compiles faculty/student feedback and responds to author with:
- Accept
- Reject
- Accept with revisions
Success and Sustainability

• Reflections on why UTMJ is successful
  – Filling a niche/Purpose
    • Used to be few Canadian medical journals in the university and for the medical community
    • Provide students an opportunity to participate in peer review process
    • Also provide an outlet for students to publish non-research pieces such as commentaries and editorials
  – Clear vision
    • Academic journal publishing research, views, analyses etc. related to medicine
  – Practical management structure - delegation of responsibility
Success and Sustainability

• Reflections on why UTMJ is successful cont.
  – Editorial team training and oversight
  – Frequent executive committee meetings
  – Frequent check-ins with editorial team
  – Adequate turnaround time for deadlines
  – Call for submissions: broad reach and frequent, send out calls early
Success and Sustainability

- Reflections on why UTMJ is sustainable
  - Committed and dependable leadership
  - Mentorship from previous editorial teams
  - Legacy of medical faculty involvement and patronage
  - Financial support from Faculty of Medicine
- Visibility
  - Website
  - Readership
  - Social Media
  - Indexing
The not-so-rosy side...

- Lots of work!
- High turnover of staff
- Strong leadership required each year
- Dependent on high-quality submissions
Contacts

• Ahmad and Mark:
  – editors.utmj@utoronto.ca
QUESTIONS?