Welcome!

- University of Toronto Medical Journal
  - Since 1923, oldest-student university medical journal in North America
  - General scientific peer-reviewed publication
    - Open access (fully available online, no paywall)
    - Not exclusively for student research, but we are student-run
    - Many alumni who trained at UofT will have been a part of the UTMJ
UTMJ 2017-2018

• Publishing Volume 95 this year, planning for 3 Issues (1 / 2 / 3)
• Theme for Issue 1: Cancer
• Theme for Issue 2: Brain Health
• Theme for Issue 3: Acute Care
  1. Original research
  2. Review articles
  3. Perspectives and commentaries
  4. Case reports
  5. Book reviews
  6. Letters to the Editors
3 BRANCHES of UTMJ GOVERNMENT

Constitution
(provided a separation of powers)

Legislative
- Associate Editors
- Web/Outreach Coordinators
- Interview Editors

Executive
- Editors-in-Chief
- Managing Editors

Judicial
- Section Editors
- Faculty Reviewers
- Copy Editors

Created by USA.gov
**Editorial Process**

New Article Submitted → **EICs Assign article to AEs** → **AE:** emails faculty reviewers until min (1) confirmation, assigns faculty the article (OJS), assigns two student reviewers (i.e., SE) → **SE** reviews article and provides feedback to AE → **AE** compiles faculty/student feedback and responds to author with:
- Accept
- Reject
- Accept with revisions

Author: Author makes necessary changes and sends back to AE

**CE** reviews grammar, syntax, and references
### Theme 1: Cancer

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Call for submissions</td>
<td>August 1, 2017</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>Oct. 15, 2017</td>
</tr>
<tr>
<td>Final decisions</td>
<td>Nov. 15, 2017</td>
</tr>
<tr>
<td>Send to layout specialists</td>
<td>Nov. 30, 2017</td>
</tr>
<tr>
<td>Receive proofs</td>
<td>Dec. 20, 2017</td>
</tr>
<tr>
<td>Send to printers</td>
<td>Jan. 15, 2018</td>
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**Timeline**

- **Managing Ed.:**
- **Associate Ed.:**
- **Section Ed.:**
- **Copy Ed.:**
<table>
<thead>
<tr>
<th>Theme 2: Brain Health</th>
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<tr>
<td>Call for submissions</td>
<td>Nov. 1, 2017</td>
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<tr>
<td>Submission deadline</td>
<td>Jan. 31, 2018</td>
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<td>Final decisions</td>
<td>March 1, 2018</td>
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<td>Send to layout specialists</td>
<td>March 15, 2018</td>
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<tr>
<td>Receive proofs</td>
<td>March 7, 2018</td>
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<tr>
<td>Send to printers</td>
<td>April 30, 2018</td>
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**Timeline**

- **Managing Ed.**
  - Associate Ed.
  - Section Ed.
  - Copy Ed.
### Timeline

<table>
<thead>
<tr>
<th>Theme 3: Acute Care</th>
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<tr>
<td>Call for submissions</td>
<td>Feb. 1, 2018</td>
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<tr>
<td>Submission deadline</td>
<td>April 1, 2018</td>
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<td>Final decisions</td>
<td>April 30, 2018</td>
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<tr>
<td>Send to layout specialists</td>
<td>May 15, 2018</td>
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<td>Receive proofs</td>
<td>June 7, 2018</td>
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<td>Send to printers</td>
<td>June 30, 2018</td>
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Managing Ed. 
Associate Ed. 
Section Ed. 
Copy Ed.
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
    • Editorial experience for students
    • Publishing opportunities for students
  – Multidisciplinary team with shared vision
    • Authors and editors with diverse backgrounds, faculty involvement, internal and external collaborations
  – 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 cont.
  - Committed and dependable leadership
  - Mentorship from previous editorial teams
  - Legacy of medical faculty involvement (patronage)
  - Financial support from Faculty of Medicine
- Visibility
  - Website
  - Readership
  - Social Media
  - Indexing
The not-so-rosy side...

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

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QUESTIONS?