Instructions/Process for Submitting a MedEdPORTAL Publication

This document explains the MedEdPORTAL process and provides the authors needed specifics prior to starting the online submission of a MedEdPORTAL publication.

The following information documents the six steps, the required questions and fields.

1. Resource Type, Title, & Description

   a. Resource Type
   You will first be prompted to select the Resource Type of your submission. The only available option at this point is MedEdPORTAL Publications submission.
**b. Title**
The next box will allow you to enter the **Title** of your submission with a word limit of 25. If you need to insert a special character, click the “Special Characters” button.

**c. Resource Description**
Next, enter in your **Resource Description**, limit 500 words. If you need to insert a special character, click the “Special Characters” button.

**d. Agreement**
You will then be asked to accept the **MedEdPORTAL Publications Submission Agreement**. By clicking “Accept” you acknowledge and understand that the terms set forth in the MedEdPORTAL Publications Submission Agreement constitute a legally binding contract between you and the AAMC, and you agree to be bound by those terms.
e. Keywords
Below the Submission Agreement enter any Keywords, separated by comma, that are pertinent to your submission.

Keywords are important as this is how your publication will be searched. Provide key words or phrases that will assist indexers in cross-indexing the publication. One resource for identifying pertinent terms can be found on the NIH website.

http://www.nlm.nih.gov/mesh/authors.html

Another Option for Key Words:
When you are finished, click “Save and Continue.”

2. Attributes

You may enter your manuscript attributes/keywords in two different ways: search the journal’s list of keywords by typing in a term and clicking “Search”; or select your keywords from the list (Control-Click to select multiple words) and click “Add.” When you are finished, click “Save and Continue.”

The attributes are categorized as follows:

a. Medical Specialties & Sub-specialties. AND/OR Dental Disciplines
Details of the Medical Specialties is at the end of the document, page 18 and 19
b. Dental Disciplines.....Limit 10

Advanced Dental Education
Advanced Education in General Dentist
Anesthesiology
Assessment, Diagnosis, and Treatment
Basic Sciences Assessment
Biochemistry/Cell Biology
Biostatistics and Epidemiology
Clinical Exam
Clinical Neuroscience
Clinical Sciences Assessment
CNS/Neuroanatomy/Neuroscience
Communication and Interpersonal Skill
Continuing Dental Education
Critical Thinking
Dental Public Health
Embryology
Endodontics
Epidemiology
Establishment and Maintenance of Oral
Esthetic Dentistry
Ethics
General Practice Residency
Genetics
Geriatrics
Graduate Medical Education
Gross Anatomy
Health Policy
Health Promotion
Histology
Human Behavior
Implant Dentistry
Intro to Clinical Dentistry
Intro to Clinical Medicine/Clinical
Medical Ethics
Microbiology, Immunology
Operative Dentistry
Oral and Maxillofacial Pathology
Oral and Maxillofacial Radiology
Oral and Maxillofacial Surgery
Orthodontics & Dentofacial Orthoped
Pathology
Pathophysiology
Patient Care
Pediatric Dentistry
Periodontics
Pharmacology
Physical Diagnosis
Physiology
Practice Management and Informatics
Preventive Dentistry
Preventive Medicine
Professionalism
Prosthodontics
Skills/Doctoring
c. **Intended Audience.....Limit 5**

Professional School Post Graduate Training
- Resident
- Fellow
- Predoctoral

Graduate School Post-Graduate Training
- Postdoctoral/Advanced Ed Trainee

Continuing Education

Professional and Faculty Development

Patient

Practicing Health Professional
- Allied Health
- Chiropractor
- Dentist
- Nurse
- Optometrist
- Pharmacist
- Physical & Occupational Therapist
- Physician
- Physician Assistant
- Podiatrist
- Psychologist
- Public Health
- Veterinarian

Administration
- Hospital
- Community-based Practice

University/College Undergraduate
- Undergraduate Student

University/College Graduate
- Masters Student
- Doctoral Student

Professional School
- Allied Dental Student
- Allied Health Student
- Dental Student
- Medical Student
- Nursing Student
- Pharmacy Student
- Public Health Student
d. Competencies Addressed.....Limit 10

Medical
Patient Care
Medical Knowledge
Practice-based Learning & Improvement
Interpersonal and Communication Skills
Professionalism
Systems-based Practice
Interprofessional Collaboration
Personal & Professional Development

Dental
Patient Care
Critical Thinking
Health Promotion
Interpersonal and Communication Skills
Professionalism
Practice Management and Informatics
Lifelong Learning
Preclinical/Clinical skills
### Instructional Methodology

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Learning Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement</td>
<td>Learning Style</td>
</tr>
<tr>
<td>Attention</td>
<td>Life Experiences</td>
</tr>
<tr>
<td>Attitudes &amp; Beliefs</td>
<td>Locus of control</td>
</tr>
<tr>
<td>Clinical Practice</td>
<td>Mindfulness</td>
</tr>
<tr>
<td>Clinical reasoning</td>
<td>Motivation</td>
</tr>
<tr>
<td>Communication skills</td>
<td>Personality</td>
</tr>
<tr>
<td>Confidence (Self-efficacy)</td>
<td>Professionalism</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>Psychological well-being</td>
</tr>
<tr>
<td>Emotional state</td>
<td>Psychomotor and Physical exam skills</td>
</tr>
<tr>
<td>Empathy</td>
<td>Self-directed learning</td>
</tr>
<tr>
<td>Intelligence (Aptitude)</td>
<td>Study skills</td>
</tr>
<tr>
<td>Knowledge</td>
<td>Teaching Skills</td>
</tr>
<tr>
<td>Learning environment</td>
<td></td>
</tr>
</tbody>
</table>

**Independent Study**

- Lecture
- Problem-based Learning
- Simulation
- Standardized Patient
- Team-based Learning
- Virtual Patient
f. Professional Interest.....Limit 10

Admissions/Selection
Alternative/Complementary Medicine
Ambulatory Education
Assessment
Biological/Chemical Terrorism
Career Choice
Cognition, Human Learning & Problem Solving
Communication Skills
Community Health
Counseling, Personal/Academic
Cultural Diversity/Cultural Competency
Curriculum Development/Evaluation
Disorders of Sexual Development (DSD)
Distance Learning
DREAM Collection
End of Life Care
Environmental Health
Evaluation of Clinical Performance
Evidence Based Medicine
Family & Domestic Violence
Genetic Counseling
Global Health
Grant Writing
Health Care Quality Improvement
Healthcare Workforce
Health Care Systems
Health Education
Health Literacy
Health Policy
Home Health Care
Human Development/Lifecycle
Human Sexuality
Information Management/Computer Applications
Institutional/Organizational Development
Instructional Materials/Methods
Interdisciplinary

Interprofessional
Leadership & Organizational Development
LGBTQIA
Licensure and Certification
Manpower Studies
Manuscript Writing
Medical Ethics
Medical Humanities
Medical Jurisprudence
Medical Socioeconomics
Mentoring
Minority Recruitment
Nutrition
Oral Health
Patient Safety/Medical Errors
Personal Characteristics/Attitudes
Physician/Patient Relationship
Population-Based Medicine
Public Health Sciences
Practice Management
Professionalism
Research Management
Research Methodology Qualitative
Research Methodology Quantitative
Research Methods
Responsible Conduct of Research
Rural Health
Student Affairs
Student Financial Aid & Debt Management
Substance Abuse
Systems Based Practice
Teaching Skills
Technology
Veteran's health & wellness
Women's Health
g. Organ Systems....Limit 3

- Cardiovascular system
- Gastrointestinal system
- Endocrine system
- Musculoskeletal system
- Integumentary system
- Nervous system
- Reproductive system
- Respiratory system
- Urinary system
- Lymphatic system

h. Evaluation Tool.....Limit 2

- Audience Response System
- Clinical Documentation
- Clinical Performance Rating or Checklist
- Faculty Assessment
- Exam (Clinical Performance)
- Exam (Written or Computer-based)
- Exam (Oral)
- Multisource Assessment
- Non-exam (Written or Computer-based Questionnaire)
- Non-exam (Interview)
- Narrative Assessment
- Patient Presentation
- Peer Assessment
- Portfolio-Based Assessment
- Practical (Lab)
- Research or Project Assessment
- Non-Clinical Observation
- Self Assessment
- Simulated Recall
i. Academic Focus.....Limit 5

Basic Sciences
- Biochemistry/Cell Biology
- Biology (only iC/CE)
- Biomedical Informatics
- Biostatistics & Epidemiology
- Computational Biology
- Embryology & Developmental Biology
- General Chemistry
- Genetics
- Gross Anatomy
- Histology
- Immunology
- Microbiology
- Neuroscience
- Organic Chemistry
- Pathology
- Pharmacology/Toxicology
- Physics
- Physiology

Clinical Skills
- Skills/Doctoring
- Clinical Exam

Behavioral/Social Sciences
- Biological
- Psychological
- Social
- Behavioral
- Economic

j. Resource Type.....Limit 3

Animation  Image  Presentation
Audio  Lab Guide  Reference
Case  Mobile Application  Tutorial
Evaluation Tool  Multimedia  Video
3. Authors & Institutions

Enter your co-authors’ information in the boxes provided, then click “Add to My Authors.” To check if an author already exists in the journal’s database, enter the author’s e-mail address and click “Find.” If the author is found, their information will be automatically filled out for you.

You will be asked to provide the following information:
First Name  Last Name
E-Mail
Institution
Department
City, State, Country

When you are finished, click “Save and Continue.”

4. Details and Comments

The details and comments section will allow you to further elaborate on your submission. On this page you will be asked the following information:

a. Previous Submission Information
Has this submission been previously submitted to this journal? If so, what is the submission ID of the previous submission?
b. **Educational Objectives**
List each educational objective in the box provided.

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c. **Work Effectiveness**
Detail the effectiveness and significance of your work in the box provided. MedEdPORTAL *Publications* requires authors to detail the implementation of their submission.

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d. **Special Implementation Guidelines**
Detail any implementation guidelines or requirements for using the resource once downloaded.

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e. **Lessons Learned**
Please share any lessons learned in the box provided.
**f. Yes/No Questions**

You will be asked to answer the following questions:

- Would you like your publication files restricted to faculty and administrators only?
- Does this submission contain information suitable for patient education?
- Does this submission contain time-sensitive biomedical content that may be incorrect or obsolete in three years?
- Is this publication part of a series? (If yes, please provide the MedEdPORTAL ID numbers of associated publications, separated by commas.)
- Has your submission been peer reviewed elsewhere? (If yes, please provide details)
- Do any of the authors have significant financial interest or commercial support? (If yes, please detail)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Would you like your publication files restricted to faculty and administrators only?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>When was the content for this submission last updated?</td>
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<tr>
<td>Does this submission contain information suitable for patient education?</td>
<td>Yes</td>
<td>No</td>
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<tr>
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<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
**g. Lists**

Be prepared to:

- List each publication, presentation or citation for this submission on a separate line.
- Detail any sponsorship or funding source that supported the development of this material.
- Details how users will access the resource. Select “Download Resource Files” if uploading all submission files. Select “Request Resource from MedEdPORTAL Staff” if resource is a Special Clearance item or if hosted on a CD/DVD.
- List the file names associated with your submission.
**h. Creative Commons License:**

MedEdPORTAL Publications uses the Creative Commons license framework (http://creativecommons.org/) which allows authors to retain their copyright while granting others permission to copy and distribute the work provided they give credit. Submitting authors are asked to select from the following:

- Attribution
- Attribution – No Derivatives
- Attribution – Noncommercial – No Derivatives
- Attribution – NonCommercial
- Attribution – NonCommercial – Share Alike
- Attribution – Share Alike

Please see the Creative Commons Copyright Usage Licenses (http://creativecommons.org/licenses/) for more information.

![Creative Commons License selection](image)

**i. Basic or Clinical Sciences**

Submitting authors will be asked whether their submission covers the Basic or Clinical Sciences. When you are finished, click “Save and Continue.”

**5. File Upload**

Upload as many files as needed for your manuscript in groups of five or fewer. If you have more than five files for your manuscript you should upload the first five and then you will have the option to upload an additional five files. This process will continue until ALL files have been uploaded.

If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the “order” column.
5. File Upload, continued

a. File designation

Each uploaded file will require designation selected from the pull-down menu to the right of the upload box. File designations include:

Resource file
Instructor’s Guide, consisting of the following:

*Must compile the following in a separate word document*****

- List of submission resource files
- Describe the overall purpose of the resource
- Describe the conceptual background (i.e., why and how it was created)
- Provide practical implementation advice (e.g., materials needed, length of session, faculty/facilitator needs, preparation needs, tips for success, common pitfalls, etc.)
- Identify limitations of the submission and the author’s ideas for expanding or improving the submission

Copyright/patient privacy forms
Supplementary files NOT for review
Cover letter for revisions
b. Unzip pack files
When this option is selected, files with a .zip extension are unpacked following upload and files contained within them added to your ‘My Files’ list.
Please note that this functionality is subject to the following restrictions:

c. Zip File Size:
The approximate maximum total file size accommodated will vary by your connection speed.
- Dial-up connections will typically allow files up to 1MB in total size to be uploaded.
- Cable/DSL home connections will typically allow files up to 4MB in total size to be uploaded.
- Office network connections will typically allow files up to 40MB in total size to be uploaded.
If your files are too large for your connection to accommodate, please upload in multiple smaller groups.

Total Number of Files: Your zip file may contain up to 20 individual files, each up to 1.5MB in size.

Files to send offline
If you plan on submitting files off-line, such as a CD/DVD, enter the number of files and then click the “go” button to enter details about those files.

When you are finished, click “Save and Continue”.

6. Review & Submit
The final step will allow you to review all entered information for correctness and make changes as needed.

When you are finished, click “Submit”.
## 2. Attributes
Information selection for Page 3, Medical Specialties & Sub-specialties

### Medical Specialties & Sub-specialties.....Limit 10

<table>
<thead>
<tr>
<th>Anesthesiology</th>
<th>Internal Medicine Continued</th>
</tr>
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<tbody>
<tr>
<td>Critical Care Medicine</td>
<td>Pediatric Endocrinology</td>
</tr>
<tr>
<td>Hospice and Palliative Medicine</td>
<td>Rheumatology</td>
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<tr>
<td>Pain Medicine</td>
<td>Sleep Medicine</td>
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<tr>
<td><strong>Clinical Genetics</strong></td>
<td>Pain Medicine</td>
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<tr>
<td>Clinical Biochemical Genetics</td>
<td>Transplant Hepatology</td>
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<tr>
<td>Clinical Cyogenetics</td>
<td><strong>Neurology</strong></td>
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<td>Clinical Genetics</td>
<td>Clinical Neurophysiology</td>
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<tr>
<td>Clinical Molecular Genetics</td>
<td>Epilepsy</td>
</tr>
<tr>
<td>Medical Biochemical Genetics</td>
<td>Hospice and Palliative Medicine</td>
</tr>
<tr>
<td>Molecular Genetic Pathology</td>
<td>Neurodevelopmental Disabilities</td>
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<tr>
<td><strong>Dermatology</strong></td>
<td>Neuromuscular Medicine</td>
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<tr>
<td>Clinical &amp; Lab Dermatological Immunology</td>
<td>Pain Medicine</td>
</tr>
<tr>
<td>Dermatopathology</td>
<td>Sleep Medicine</td>
</tr>
<tr>
<td>Pediatric Dermatology</td>
<td>Vascular Neurology</td>
</tr>
<tr>
<td><strong>Emergency Medicine</strong></td>
<td><strong>Neurosurgery</strong></td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>Cerebrovascular &amp; Skull Base Surgery</td>
</tr>
<tr>
<td>Hospice and Palliative Medicine</td>
<td>Endovascular Neurosurgery</td>
</tr>
<tr>
<td>Medical Toxicology</td>
<td>Functional Neurosurgery</td>
</tr>
<tr>
<td>Pediatric Emergency Medicine</td>
<td>Gamma Knife/Radiosurgery</td>
</tr>
<tr>
<td>Sports Medicine</td>
<td>Movement Disorders</td>
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<tr>
<td><strong>Family Medicine</strong></td>
<td>Neuropathology</td>
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<tr>
<td>Adolescent Medicine</td>
<td>Neuro-Intensive Care</td>
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<td>Geriatric Medicine</td>
<td>Neuro-Oncology</td>
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<td>Hospice and Palliative Medicine</td>
<td>Neurotrauma</td>
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<td>Sleep Medicine</td>
<td>Pediatric Neurosurgery</td>
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<td>Sports Medicine</td>
<td>Spine Service</td>
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<tr>
<td><strong>Internal Medicine</strong></td>
<td>Stereotactic Functional</td>
</tr>
<tr>
<td>Adolescent Medicine</td>
<td><strong>Nuclear Medicine</strong></td>
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<tr>
<td>Advanced Heart Failure and Transplant</td>
<td>Obstetrics and Gynecology</td>
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<tr>
<td>Cardiology</td>
<td>Critical Care Medicine</td>
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<tr>
<td>Cardiovascular Disease</td>
<td>Gynecologic Oncology</td>
</tr>
<tr>
<td>Clinical Cardiac Electrophysiology</td>
<td>Hospice and Palliative Medicine</td>
</tr>
<tr>
<td>Critical Care Medicine</td>
<td>Maternal and Fetal Medicine</td>
</tr>
<tr>
<td>Endocrinology, Diabetes and Metabolism</td>
<td>Reproductive Endocrinology/Infertility</td>
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<tr>
<td>Gastroenterology</td>
<td><strong>Ophthalmology</strong></td>
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<tr>
<td>Geriatric Medicine</td>
<td>Cornea and External Disease</td>
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<tr>
<td>Hematology</td>
<td>Cataract and Refractive Surgery</td>
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<tr>
<td>Hospice and Palliative Medicine</td>
<td>Glaucoma</td>
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<tr>
<td>Infectious Disease</td>
<td>Uveitis and Ocular Immunology</td>
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<tr>
<td>Interventional Cardiology</td>
<td>Vitreoretinal Diseases</td>
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<tr>
<td>Medical Oncology</td>
<td>Ophthalmic Plastic Surgery</td>
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<td>Nephrology</td>
<td>Pediatric Ophthalmology</td>
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<tr>
<td>Pulmonary Disease</td>
<td>Neuro-Ophthalmology</td>
</tr>
<tr>
<td></td>
<td>Ophthalmic Pathology</td>
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</tbody>
</table>
Medical Specialties & Sub-specialties.... Limit 10, (continued)

Orthopedic Surgery
- Orthopedic Sports Medicine
- Surgery of the Hand

Otolaryngology
- Neurotology
- Pediatric Otolaryngology
- Plastic Surgery Within the Head and Neck
- Sleep Medicine

Pathology
- Blood Banking/Transfusion Medicine
- Cytopathology
- Dermatology
- Neuropathology
- Pathology - Chemical
- Pathology - Forensic
- Pathology - Hematology
- Pathology - Medical Microbiology
- Pathology - Molecular Genetic
- Pathology - Pediatric

Pediatrics
- Adolescent Medicine
- Child Abuse Pediatrics
- Developmental-Behavioral Pediatrics
- Dermatology
- Emergency Medicine
- Hospice and Palliative Medicine
- Medical Toxicology
- Neonatal-Perinatal Medicine
- Neurodevelopmental Disabilities
- Pediatric Cardiology
- Pediatric Critical Care Medicine
- Pediatric Emergency Medicine
- Pediatric Endocrinology
- Pediatric Gastroenterology
- Pediatric Hematology-Oncology
- Pediatric Infectious Diseases
- Pediatric Nephrology
- Pediatric Otolaryngology
- Pediatric Pulmonology
- Pediatric Rheumatology
- Pediatric Transplant Hepatology
- Pediatric Urology
- Sleep Medicine
- Sports Medicine

Physical Medicine and Rehabilitation
- Hospice and Palliative Medicine
- Neuromuscular Medicine
- Pain Medicine
- Pediatric Rehabilitation Medicine
- Spinal Cord Injury Medicine
- Sports Medicine

Plastic Surgery
- Plastic Surgery Within the Head and Neck
- Surgery of the Hand

Preventive Medicine
- Medical Toxicology
- Occupational Medicine
- Public Health and General Preventative Medicine

Psychiatry
- Addiction Psychiatry
- Child and Adolescent Psychiatry
- Forensic Psychiatry
- Geriatric Psychiatry
- Psychosomatic Medicine

Radiology
- Diagnostic Radiology
- Radiation Oncology
- Radiologic Physics
- Hospice and Palliative Medicine
- Neuroradiology
- Nuclear Radiology
- Pediatric Radiology
- Vascular and Interventional Radiology

Surgery
- Colon and Rectal Surgery
- Congenital Cardiac Surgery
- Hospice and Palliative Medicine
- Orthopedic Sports Medicine
- Orthopedic Surgery
- Pediatric Surgery
- Surgery of the Hand
- Surgical Critical Care
- Thoracic Surgery
- Vascular Surgery

Urology
- Pediatric Urology