

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.

A screenshot of a web form titled 'Resource Type'. The form has a dropdown menu with 'MedEdPORTAL Submission' selected. A small 'req' label is positioned above the dropdown. The label 'Resource Type:' is to the left of the dropdown.

b. Title

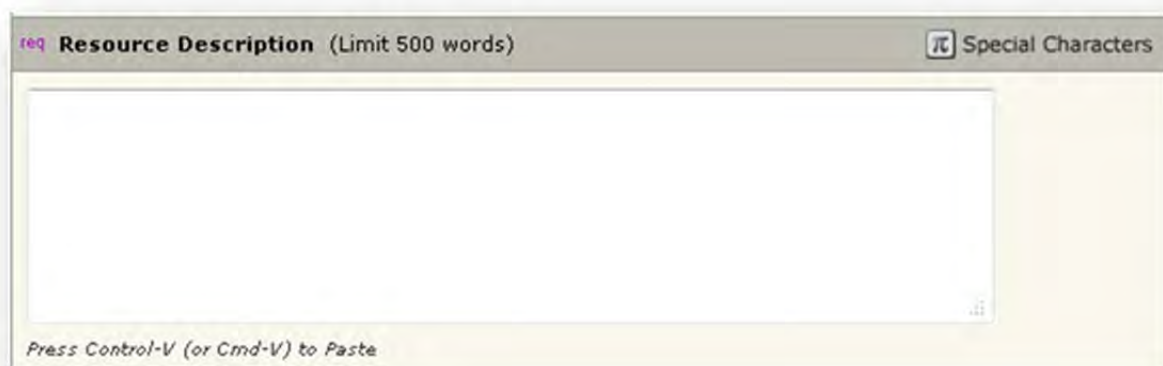
The next box will allow you to enter the **Title** of your submission with a word limit of 25. If you need to insert a special character, click the “Special Characters” button.



The screenshot shows a form field for the title. The header of the field reads "req Title (Limit 25 words)". On the right side of the header, there are two buttons: "Preview" and "Special Characters". The main area of the form is a large, empty text input box. At the bottom left of the form, there is a small text prompt: "Press Control-V (or Cmd-V) to Paste".

c. Resource Description

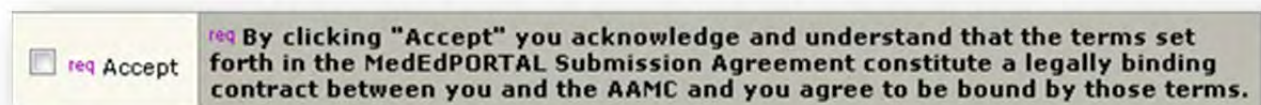
Next, enter in your **Resource Description**, limit 500 words. If you need to insert a special character, click the “Special Characters” button.



The screenshot shows a form field for the resource description. The header of the field reads "req Resource Description (Limit 500 words)". On the right side of the header, there is a button labeled "Special Characters". The main area of the form is a large, empty text input box. At the bottom left of the form, there is a small text prompt: "Press Control-V (or Cmd-V) to Paste".

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.



The screenshot shows a checkbox labeled "req Accept". To the right of the checkbox, the following text is displayed: "req By clicking 'Accept' you acknowledge and understand that the terms set forth in the MedEdPORTAL 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.

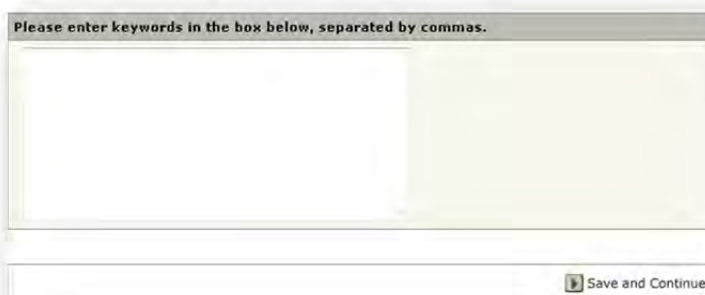
Keywords are important as this is how your publication will be searched. Provide key words or phrases that will assist indexers in cross-indexing the publication. One resource for identifying pertinent terms can be found on the NIH website.

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

Another Option for Key Words:

<http://academic.research.microsoft.com/RankList?entitytype=8&topdomainid=6&subdomainid=4&last=5>

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



A screenshot of a web form titled "Please enter keywords in the box below, separated by commas." The form features a large, empty text input area. At the bottom right of the form, there is a button labeled "Save and Continue" with a right-pointing arrow icon.

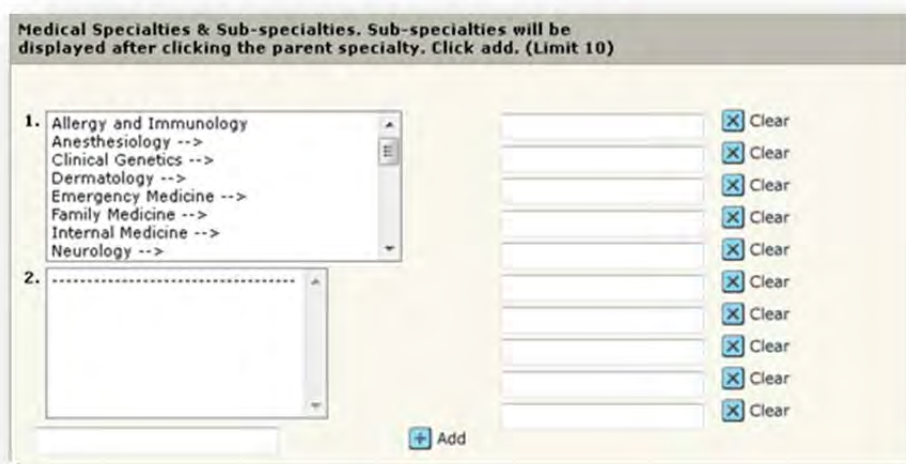
2. Attributes

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:

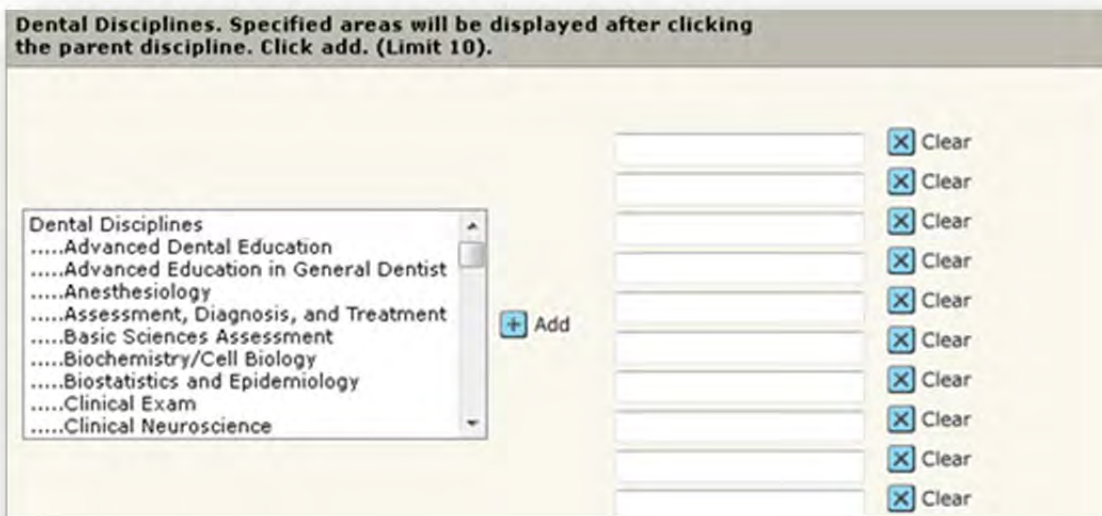
a. Medical Specialties & Sub-specialties. AND/OR Dental Disciplines

Details of the Medical Specialties is at the end of the document, page 18 and 19



A screenshot of a web interface titled "Medical Specialties & Sub-specialties. Sub-specialties will be displayed after clicking the parent specialty. Click add. (Limit 10)". The interface is divided into two main sections. On the left, there are two scrollable lists of specialties. The first list, labeled "1.", contains: Allergy and Immunology, Anesthesiology -->, Clinical Genetics -->, Dermatology -->, Emergency Medicine -->, Family Medicine -->, Internal Medicine -->, and Neurology -->. The second list, labeled "2.", is currently empty. On the right side, there are ten empty text input boxes, each with a "Clear" button (a small 'X' icon) to its right. At the bottom center of the interface, there is a blue button with a plus sign and the word "Add".

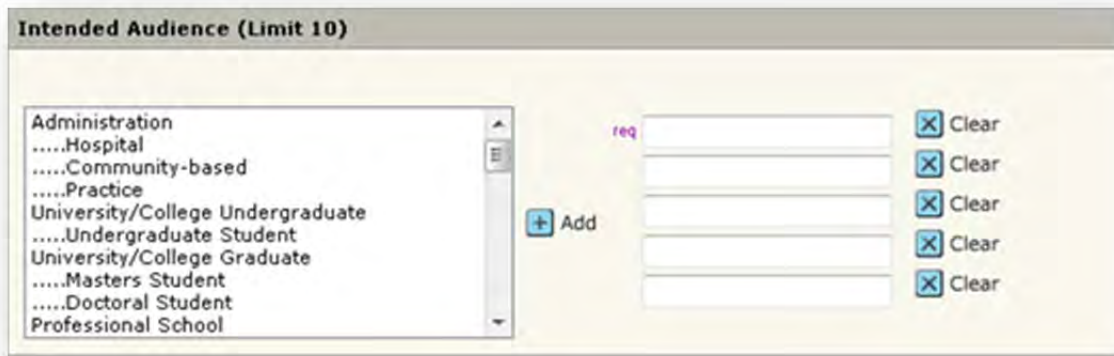
b. Dental Disciplines.....Limit 10



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

Competencies Addressed (Limit 10)

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

+ Add

Clear
Clear
Clear
Clear
Clear
Clear
Clear
Clear
Clear
Clear

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

e. Instructional Methodology

Instructional Methodology: Please select the instructional methodology for this submission. For multiple selections, please hold down the Ctrl button while clicking your selections.

Search on this list:

Case sensitive

- Assessment
-Achievement
-Attention
-Attitudes/Beliefs
-Clinical practice
-Clinical reasoning
-Communication skills
-Confidence (Self-efficacy)
-Critical thinking
-Emotional state

req

Assessment

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

Independent Study

Lecture

Problem-based Learning

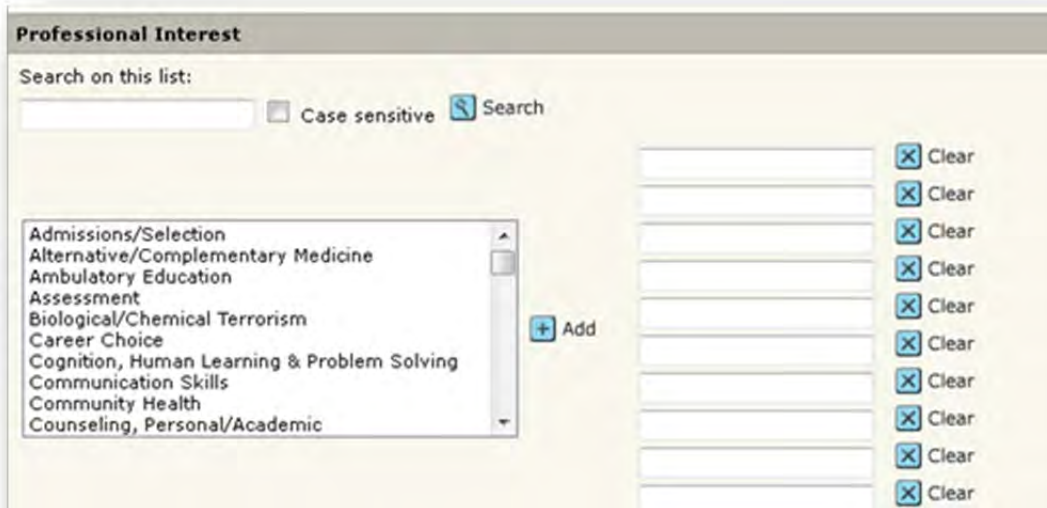
Simulation

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



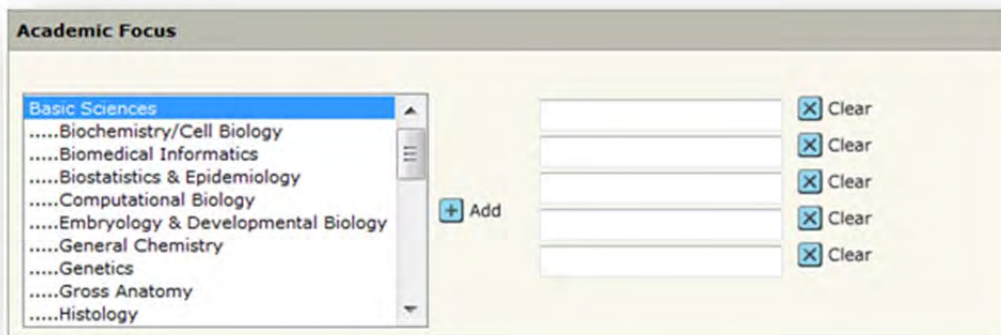
Cardiovascular system	Nervous system
Gastrointestinal system	Reproductive system
Endocrine system	Respiratory system
Musculoskeletal system	Urinary system
Integumentary system	Lymphatic system

h. Evaluation Tool....Limit 2



Audience Response System	Non-exam (Interview)
Clinical Documentation	Narrative Assessment
Clinical Performance Rating or Checklist	Patient Presentation
Faculty Assessment	Peer Assessment
Exam (Clinical Performance)	Portfolio-Based Assessment
Exam (Written or Computer-based)	Practical (Lab)
Exam (Oral)	Research or Project Assessment
Multisource Assessment	Non-Clinical Observation
Non-exam (Written or Computer-based)	Self Assessment
Questionnaire	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
- Audio
- Case
- Evaluation Tool

- Image
- Lab Guide
- Mobile Application
- Multimedia

- Presentation
- Reference
- Tutorial
- 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.

Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Clark, Nereyda Polo	University of Florida , Restorative Dental Sciences Gainesville, Florida, United States	Nclark@dental.ufl.edu		

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?

Previously Submitted	
req Has this submission been submitted previously to this journal?	
<input type="radio"/>	Yes
<input type="radio"/>	No
If yes, what is the submission ID of the previous submission?	
<input type="text"/>	

b. Educational Objectives

List each educational objective in the box provided.

req Please enter each educational objective on a separate line.	

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.

req Please detail the effectiveness and significance of your work. MedEdPORTAL requires authors to detail the implementation of their submission.	

d. Special Implementation Guidelines

Detail any implementation guidelines or requirements for using the resource once downloaded.

Please list any special implementation guidelines or requirements.	

e. Lessons Learned

Please share any lessons learned in the box provided.


Please share any lessons learned.	

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)

<small>req</small> Would you like your publication files restricted to faculty and administrators only?
<input type="radio"/> Yes
<input type="radio"/> No

<small>req</small> When was the content for this submission last updated?
<input type="text"/> 

<small>req</small> Does this submission contain information suitable for patient education?
<input type="radio"/> Yes
<input type="radio"/> No

<small>req</small> Does this submission contain time-sensitive biomedical content that may be incorrect or obsolete in three years?
<input type="radio"/> Yes
<input type="radio"/> No

Is this publication part of a series?
<input type="radio"/> Yes
<input type="radio"/> No
If yes, please provide the MedEdPORTAL ID numbers of associated publications, separated by commas.

<small>req</small> Has your submission been peer reviewed elsewhere?
<input type="radio"/> Yes
<input type="radio"/> No
If so, please provide details.

<small>req</small> Do any of the authors have significant financial interest or commercial support?
<input type="radio"/> Yes
<input type="radio"/> No
If so, please provide details.

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

Please list each publication, presentation or citation for this submission on a separate line.

--	--

Please detail any sponsorship or funding source that supported the development of this material.

--	--

req How will users access files for this resource? Select “Request Resource from MedEdPORTAL Staff” if your submission contains a CD/DVD. For multiple selections, please hold down the Ctrl button while clicking your selections.

Select... Download Request Resource from MedEdPORTAL staff	
--	--

req Please list the file names associated with your submission.

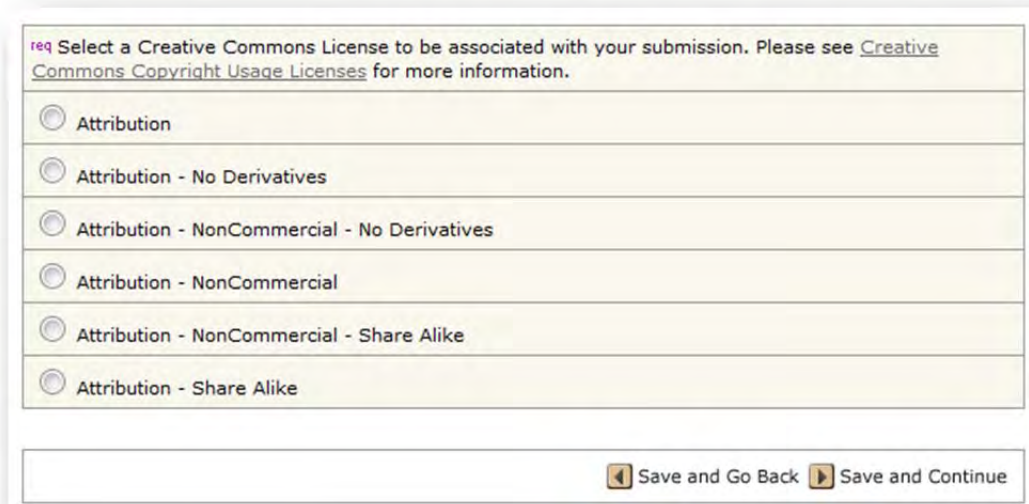
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h. Creative Commons License:

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.



The screenshot shows a web form with a yellow header containing the text: "req Select a Creative Commons License to be associated with your submission. Please see [Creative Commons Copyright Usage Licenses](#) for more information." Below the header are six radio button options, each in a separate row: "Attribution", "Attribution - No Derivatives", "Attribution - NonCommercial - No Derivatives", "Attribution - NonCommercial", "Attribution - NonCommercial - Share Alike", and "Attribution - Share Alike". At the bottom right of the form are two buttons: "Save and Go Back" and "Save and Continue".

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*

1 Resource Type, Title, & Description

2 Attributes

3 Authors & Institutions

4 Details & Comments

5 File Upload

6 Review & Submit

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 200000K)

Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
No files have been uploaded.					

File Upload

Upload new files:

File Designation:

File Designation:

File Designation:

File Designation:

File Designation:

Upload zipped files:

File Designation:

Files to be sent in off-line

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.

Save and Go Back Save and Continue

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

Anesthesiology

Critical Care Medicine
Hospice and Palliative Medicine
Pain Medicine

Clinical Genetics

Clinical Biochemical Genetics
Clinical Cyogenetics
Clinical Genetics
Clinical Molecular Genetics
Medical Biochemical Genetics
Molecular Genetic Pathology

Dermatology

Clinical & Lab Dermatological Immunology
Dermatopathology
Pediatric Dermatology

Emergency Medicine

Emergency Medical Services
Hospice and Palliative Medicine
Medical Toxicology
Pediatric Emergency Medicine
Sports Medicine

Family Medicine

Adolescent Medicine
Geriatric Medicine
Hospice and Palliative Medicine
Sleep Medicine
Sports Medicine

Internal Medicine

Adolescent Medicine
Advanced Heart Failure and Transplant
Cardiology
Cardiovascular Disease
Clinical Cardiac Electrophysiology
Critical Care Medicine
Endocrinology, Diabetes and Metabolism
Gastroenterology
Geriatric Medicine
Hematology
Hospice and Palliative Medicine
Infectious Disease
Interventional Cardiology
Medical Oncology
Nephrology
Pulmonary Disease

Internal Medicine Continued

Pediatric Endocrinology
Rheumatology
Sleep Medicine
Pain Medicine
Transplant Hepatology

Neurology

Clinical Neurophysiology
Epilepsy
Hospice and Palliative Medicine
Neurodevelopmental Disabilities
Neuromuscular Medicine
Pain Medicine
Sleep Medicine
Vascular Neurology

Neurosurgery

Cerebrovascular & Skull Base Surgery
Endovascular Neurosurgery
Functional Neurosurgery
Gamma Knife/Radiosurgery
Movement Disorders
Neuro-Intensive Care
Neuro-Oncology
Neurotrauma
Pediatric Neurosurgery
Spine Service
Stereotactic Functional

Nuclear Medicine

Obstetrics and Gynecology

Critical Care Medicine
Gynecologic Oncology
Hospice and Palliative Medicine
Maternal and Fetal Medicine
Reproductive Endocrinology/Infertility

Ophthalmology

Cornea and External Disease
Cataract and Refractive Surgery
Glaucoma
Uveitis and Ocular Immunology
Vitreoretinal Diseases
Ophthalmic Plastic Surgery
Pediatric Ophthalmology
Neuro-Ophthalmology
Ophthalmic Pathology

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