

## **Guidelines for Submitting a Manuscript**

JDST authors have the option to make their articles open access via SAGE Choice for \$3,000. Please click [here](#) to learn more about SAGE Choice. JDST authors may fast track their articles to publication by paying the journal's Fast Track fee of \$3,000. Please contact our journal staff if you are interested in the Fast Track option upon submission.

This Journal recommends that authors follow the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

## **Topics of Interest**

Journal of Diabetes Science and Technology (DST) welcomes the submission of manuscripts with accompanying figures and tables whose topics relate to the study and treatment of diabetes:

1. Glucose monitoring
2. Insulin and metabolic peptide delivery
3. Artificial and bioartificial pancreas
4. Information technology
5. Telemedicine
6. Software for modeling
7. Physiologic monitoring
8. Technology for managing obesity
9. Diagnostic tests of glycation
10. Personalized medicine for diabetes, including pharmacogenomics and biomarkers
11. Technology for improving adherence to therapy
12. Use of bioengineered tools such as
  - MEMS
  - New Biomaterials
  - Nanotechnology in the development of sensors and actuators

Journal of Diabetes Science and Technology features articles that cover basic research and clinical applications of technology that are being developed to help people with diabetes.

## **Peer Review Process**

The peer review process is an essential part of the article selection process. All manuscripts submitted are reviewed by the editor-in-chief (EIC). Each manuscript is sent for peer review to allow for an unbiased, independent, and critical assessment by individuals who are considered experts on the topic of the manuscript. EIC-reviewed peer review comments are forwarded to the authors who are given the opportunity to submit their response to the reviewers' comments together with the final draft of the manuscript. The EIC reviews all final drafts submitted and makes the final decision to decline or accept the manuscript for publication.

This process benefits both the author and DST by improving the quality of the article.

## **Types of Articles**

Journal of Diabetes Science and Technology publishes the following types of articles:

1. *Original articles*—results of research in the development of technology, clinical applications of technology, and the clinical performance of technology.
2. *Review articles*—expert evaluation of technology and treatments for diabetes.
3. *Analysis articles*—solicited pieces that discuss the merits of a specific article or the performance of a commercial product that has been presented in an Original Article.
4. *Commentary articles*—an author's perspective on the best methods for developing, using, and modifying technology; technology requirements; or the direction in which a branch of research is headed.
5. *Technology reports*—brief articles that provide technical information on a product, device, assay, or method, but not necessarily its clinical application.
6. *Letters to the editor*—opinion pieces, responses to articles featured in DST, and brief reports about clinical observations. (For additional information, see [Letters to the Editor](#) section.)

Prior to publication on-line, all manuscripts are copy edited and formatted in accordance with DST style specifications. Authors are given the opportunity to review the proofs before publication.

### **Author Responsibilities and Accountability**

Authors who submit a manuscript to DST confirm that the manuscript has never been published and is not under consideration for publication elsewhere (except as an abstract or preliminary report).

Authors are fully accountable for the accuracy of all references used and all text quoted. For more information, see the [References](#) section.

### **Journal Policies**

1. The authors should present the number of subjects studied in a trial (the "n") within the abstract.
2. Please use the term "people with diabetes" instead of "diabetics" or "diabetic patients."
3. Any article presenting error grid data analysis must use the [Surveillance Error Grid](#). Other error grids may also be used in addition.

### **Ethical Compliance**

Authors who submit manuscripts to DST certify and confirm the following:

1. All research efforts conducted on humans were in compliance with the World Medical Association's Declaration of Helsinki.
2. Studies that involved animals followed the guidelines for the use and care of laboratory animals outlined by their institution, National Research Council, and national laws of their country. Please include a statement to this effect in the Methods section of the [abstract](#) and provide all pertinent information such as the name(s) of the institution that gave approval and the reference number(s).
3. Informed consent was obtained from all subjects and documented according to the specifications of U.S. Department of Health and Human Services and/or U.S. Food and Drug Administration.

NOTE: Manuscripts may be rejected by DST if there are concerns that the research was not carried out within an ethical framework.

## **Permissions**

Authors are responsible for obtaining all necessary permissions from the copyright owner for all material reproduced from published sources and submitting a copy of the permission(s) to DST prior to publication.

Include full credit in the manuscript's text, figure legends, and/or in the acknowledgement section, as appropriate.

## **Copyright Ownership Transfer**

Authors transfer copyright ownership to Diabetes Technology Society by completing and signing the [copyright transfer form](#) when their manuscript is accepted for publication.

When an author certifies on the copyright transfer form that his/her contribution to a manuscript was made during active employment with the United States Federal Government, DST grants free access to the entire article online. The copyright transfer is effective as specified by U.S. law.

Articles are not published until all required forms are submitted to DST.

Published articles are made available, free of charge, after one year. This free access policy does not modify or invalidate any terms of the copyright transfer agreement between authors and Diabetes Technology Society.

## **Declaration of Conflicting Interests**

It is the policy of JDST to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'. For guidance on conflict of interest statements, please see the ICMJE recommendations [here](#).

## **Clinical Trials**

JDST conforms to the [ICMJE requirement](#) that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

## **Manuscript Preparation**

### **General Guidelines for Manuscript Format**

1. Format the manuscript with the following settings:
  - Top and bottom margins: 1 inch
  - Left and right margins: 1.5 inches
  - Page numbers at the bottom of the page: "page x of y"
  - All text double-spaced
2. Present all information in English.
3. Arrange manuscript information as outlined in the [Manuscript Sequence](#) section.
4. Include the following five major sections when submitting a manuscript that presents original data:
  - a. Introduction
  - b. Methods
  - c. Results
  - d. Discussion
  - e. Conclusions
5. Create text and tables in Microsoft Word.
6. Embed all graphics, figures, illustrations in the manuscript.
7. Save the document and include in its filename the name of the first author and the text "manuscript 1". For example, "SMITH Manuscript 1".

## Manuscript Sequence

Place the manuscript's components in the following sequence and include the information necessary for each component:

1. Title page (see an example of a [title page](#))
  - a. Full title of manuscript
  - b. Complete contact information for each author: first and last name, academic degree(s), honorary title/designation(s) in medicine, affiliation, address, phone, fax, and e-mail address
  - c. Designated corresponding author: first and last name, complete postal address, and e-mail address
  - d. Complete list of [abbreviations](#) used in the manuscript
  - e. 4–6 key words, in alphabetic order (for indexing purposes)
  - f. Figures and table count, (e.g. "6 figures, 2 tables"). If not all graphics are originals created by the author, please state "some material requires permission".
2. Abstract: submit the appropriate [abstract](#) with the manuscript.
3. Body of manuscript that complies with DST [word limits](#).
4. Funding sources: list all sources of funding. If no funding was received, indicate "none."
5. Acknowledgments: submit written permission from all individuals mentioned in this section. If there are no acknowledgements to be made, indicate "none."
6. Disclosures: list all potential personal or financial conflicts of interest for each author, e.g., employment or direct/indirect payments from companies, stock ownership, honoraria received, paid expert testimony. If there is no conflict for all authors, indicate "none."
7. [Reference](#) listing: remove all links (e.g., EndNote) in the file version submitted to DST.
8. [Tables](#) and table legends
9. Figures and figure legends. For each figure or table that requires [permission](#) to reproduce, provide complete permission information within its caption. (See [Figures, Illustrations, and Captions](#).)

## Abstracts and Abstract Word Limits

Submit an abstract (i.e., summary) per the guidelines below:

Type of Article	Word limit	Sections required
Original	250 words	<ul style="list-style-type: none"> <li>• Background</li> <li>• Method</li> <li>• Results</li> <li>• Conclusions</li> </ul>
Review	250 words	Written in any style
Analysis	125 words	Written in any style
Commentary	125 words	Written in any style
Technology report	125 words	Written in any style
Letter to the editor	N/A	N/A

See an example of an [abstract](#).

## Word Limits for Manuscripts

The following word limits apply to the body of the manuscript only. The word limit does not apply to words used in the title page, abstract, figure legends, table headings, and reference listing.

Type of Article	Word Limit
Original or Review	3000 words
Analysis	1250 words
Technology report	1500 words
Commentary	2000 words
Letter to the editor	500 words

## General Writing Guidelines

### Units of Measurement

Express units as mg/dl when referring to glucose concentrations. Express units in degrees Celsius when referring to temperature. Otherwise, use standard units of measurement.

## **Abbreviations**

Spell out all terms and acronyms in titles, headings, and subheadings.

In *both* the manuscript and abstract, write out the full term for an abbreviation *at first use* followed by its abbreviation in parentheses.

Standard units of measure do not need to be spelled out.

## **References**

Format references using the [biomedical journal format](#).

Cite references in numerical order within the manuscript. Indicate a reference citation within an article, table, or figure by inserting Arabic numerals within square brackets or in superscript.

In the references section (i.e., bibliography), list references in the same order as they were cited in the manuscript. When a website is cited as a reference, provide the date that the website was last accessed.

Unpublished data and personal correspondence may be cited as references within the text itself and are not to be included in the list of references.

Authors are fully responsible for the accuracy of references used, and all text quoted.

## **Footnotes and Endnotes**

Journal of DST does not use footnotes or endnotes in its articles. Present all information in complete sentences in the manuscript's text or include them in figure or table legends, as appropriate.

## **Product Information**

For all commercial products mentioned in the manuscript, provide the manufacturer's name, city, and state in parentheses at its first mention. For products manufactured outside of the USA, include the manufacturer's name, city, and country.

Product name use should be kept to a minimum. The editors prefer that product names be stated only once in the Methods section and not at all in the abstract. If your manuscript discusses two or more products, adapt a numbering method to refer to each product (i.e., Meter 1, Meter 2).

## **Figures, Illustrations and Corresponding Captions/Legends:**

All figures and illustrations should contain clean and clear graphics, and must be submitted electronically in their original format (e.g., png, jpeg, tif). Ensure that fonts are clear and easy to read should the figures be resized to a 1-column or 2-column format during the layout process of publication. Please use the following guidelines when preparing your image files:

<b>Image Type</b>	<b>Description</b>	<b>Acceptable Format</b>	<b>Required Resolution</b>
Line Art	An image (such as a simple graph) composed only of lines and text. It does not contain tonal or shaded areas.	PNG, TIFF	900 – 1200 PPI
Photograph	A photograph containing no text.	JPEG, PNG, TIFF	300 PPI
Combination	Image contains photographs/gradients as well as text or line art.	PNG, TIFF	500 – 900 PPI

For graphics reprinted from another source, provide written permission for reproduction from the copyright owner. Include full credit in the manuscript's text, figure legends, and/or in the acknowledgement section, as appropriate.

Embed all images in the manuscript and submit separate files for each image in the original format it was created (e.g., png, jpeg, tiff).

The filename for each image submitted should contain the surname of the first author and match its label in the manuscript (e.g., SMITH Figure 1).

(See an example of a [figure](#).)

### **Tables and Table Headings:**

Create tables in Word format within the manuscript.

Use Arabic numerals to name tables (e.g. Table 1). Cite tables in the text in consecutive order. For each table, provide a table heading that clearly and concisely explains the content of the table.

Indicate table footnotes with lower-case letters in superscript font. Place the information for the footnote beneath the body of the table.

Indicate reference citations with an Arabic numeral and include them in the reference list, not in the table's legend.

If a table will be submitted as a separate document, the filename should contain the surname of the first author and match its label in the manuscript (e.g., SMITH Table 1).

(See an example of a [table](#).)

## **Manuscript Submission Process**

1. Manuscripts must be submitted electronically through the online system, SAGE Track, at <http://mc.manuscriptcentral.com/jofdst>. The corresponding author must create an online account in order to submit a manuscript. Manuscripts must be prepared in accordance with the AMA style.
2. Please submit the following:
  - a. A Word document that includes **ALL** the components of your entire manuscript in the correct sequence. (See [Manuscript Sequence](#)). Please embed all images in this Word document.
  - b. A separate file for each image embedded in the Word document, in the format in which it was originally created (e.g., png, jpeg, tiff).
  - c. A cover letter addressed to the editor-in-chief, David C. Klonoff, M.D., FACP

Note: When sending password-protected documents, please provide the password.

An e-mail message will be sent to confirm the receipt of the manuscript.

## **Guidelines for Submitting a Letter to the Editor**

Journal of Diabetes Science and Technology (DST) welcomes letters on [topics](#) of diabetes science and technology. Letters may be opinion pieces, responses to articles that have been published in DST, brief reports about personal observations, or responses to previously posted letters to the editor. DST offers this forum to the diabetes technology community to facilitate the communication of ideas intended for rapid dissemination.

Letters to the editor should contain a maximum of 500 words, and no abstract. They may include either one table or one figure (but not both), and are limited to six references.

Letters to the editor should be double-spaced and include a [title page](#) per DST specifications.

If a letter is commenting on or responding to a previously published article or another letter to the editor, then the title of the article/letter in discussion should be included as the first citation. DST reserves the right to ask authors of any cited articles to respond.

Letters to the editor are reviewed by the editor-in-chief. If the letter is accepted for publication, authors will be asked to submit a completed release form. Upon receipt of the release form, the letter will be prepared for publication and will be posted on DST's Web site within 10 days.

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