

Intermountain Journal of Translational Medicine: Journal Bylaws and Policies

Editors in Chief: John Kriak, PharmD & Alfred
Amendolara, MS

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This document has been approved by the Editorial Board of *Intermountain Journal of Translational Medicine*.

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1. Journal Information

Title: Intermountain Journal of Translational Medicine

Short Title: IMJ Translational Med

Abbreviation: IMJTM

eISSN: 3064-9838

Publisher: Intermountain Journal of Translational Medicine

Sponsor: Noorda College of Osteopathic Medicine

Publication Type: Diamond Open Access

Peer Review Type: Double Blind

Publication Schedule: One (1) yearly volume and issue with additional optional special issues

Domain: imjtm.org

Journal Management Software: PKP Open Journal Systems OJS 3.4.0.1

Journal Contact Email: imjtranslationalmed@noordacom.org

Publication Language: English

2. Purpose

Mission Statement: *Intermountain Journal of Translational Medicine* seeks to advance research and academic growth by supporting early career researchers with a peer-reviewed, diamond open-access publication outlet.

Aims and Scope: *Intermountain Journal of Translational Medicine* publishes clinical, translational, and basic science research in the fields of medicine and biology, with a special focus on work conducted by medical students, residents, and other early career researchers. Research is evaluated on scientific validity, methodology, and ethical standards, not significance or impact. We encourage submission of a range of article types including case reports, original research, systematic reviews, meta-analysis, protocols, and methods papers.

Purpose: *Intermountain Journal of Translational Medicine* was established in 2023 to serve the intermountain region and beyond. It focuses on early career researchers and aims to foster independent research and critical thinking by providing a free, open access outlet for student, resident, and early career publications. However, research of all levels is welcome and will be considered for publication. Additionally, *Intermountain Journal of Translational Medicine* supports the development of the next generation of academics by encouraging student involvement in the editorial and review process. *Intermountain Journal of Translational Medicine* is supported by Noorda College of Osteopathic Medicine.

3. Governance

This section outlines the governing structure and Editorial Board of *Intermountain Journal of Translational Medicine* (“The Journal”). All positions are volunteer and The Journal will not provide compensation of any kind. All Editors in Chief, Editorial Board members and Advisory Board members must provide contact information to be displayed on The Journal website’s Editorial Team page.

3.1. Editor(s) in Chief

The Journal is overseen by two (2) Editors in Chief.

Editors in Chief are empowered to make decisions related to all aspects of journal management. Disagreements between the two Editors in Chief will be settled by Editorial Board majority vote.

In some cases, outlined in detail in Section 3.1.5, one or more interim Editor(s) in Chief may be selected. All requirements and responsibilities outlined in this section apply.

3.1.1. Requirements

At least one (1) Editor in Chief must fulfill the following requirements:

1. Be active faculty at Noorda College of Osteopathic Medicine **OR** hold a comparable appointment at another academic institution **OR** be uniquely qualified to run The Journal through a combination of publication, leadership, and editorial experience.
2. Hold a terminal degree related to the field of medicine or biology.

An additional one (1) Editor in Chief must meet the above requirements **OR** must meet the following requirements (“Alternative Requirements”):

1. Be a student actively enrolled in a doctoral degree program in a field relevant to medicine or biology.
2. Be in good standing with their respective college.
3. Have shown exceptional dedication to, and skill in, research as demonstrated via a strong publication record, leadership experience, and/or prior involvement with The Journal.
4. Have served satisfactorily as an editor with The Journal for a period of at least one (1) calendar year.

Both Editors in Chief must be capable of and willing to carry out all responsibilities of the role as outlined further in Section 3.1.2.

3.1.2. Role and Responsibilities

Role: Ensure that all editorial and publication standards are maintained, provide strategic guidance and leadership, and serve as a public face for The Journal.

General Responsibilities

- Oversee editorial activity.
- Provide strategic guidance for The Journal.
- Work actively to expand The Journal’s reach and reputation.
- Ensure compliance with the editorial and peer-review policies outlined in this document.
- Maintain publication standards as outlined in this document.

- Actively maintain open communication with the Editorial Board and other journal members.
- Enforce ethics guidelines as outlined in this document.
- Address formal complaints.
- Fulfill any additional responsibilities of editor in chief outlined elsewhere in this document.
- Must adhere to all journal policies laid out in Section 5 and Section 6.

Additional Editorial Responsibilities

- Assign editors to handle new submissions.
- Approve all final editorial decisions.
- Approve all manuscripts prior to final publication.
- Approve new editors.
- Approve new student reviewers.
- Respond to communications directed to The Journal contact email.

3.1.3. Selection and Term

An editor in chief may serve in this role as long as he/she is willing and able and is expected to serve a minimum two (2) year term, barring exceptional circumstances. A student editor in chief may elect to serve a fixed one (1) year term.

In the case that one or more new Editor(s) in Chief must be selected, it is the responsibility of the sitting Editor(s) in Chief, along with the Editorial and Advisory Boards, to seek qualified applicants. Applicants should submit a curriculum vitae as well as a statement of purpose to be evaluated by the sitting Editor(s) in Chief. Candidates must meet all requirements and agree to all responsibilities as outlined in Section 3.1.1 and Section 3.1.2. A final decision will be rendered by the sitting Editor(s) in Chief with approval from the Editorial Board.

Preference in the selection process will be given to applicants who are current students or alumni of Noorda College of Osteopathic Medicine who meet the Alternative Requirements set forth in Section 3.1.1.

3.1.4. Removal

An editor in chief may be removed from his/her position if he/she fails to perform the duties outlined in Section 3.1.2. Removal requires both approval by the second editor in chief and majority vote from the Editorial Board as described in Section 8.2.

3.1.5. Interim Editor in Chief

In the case that:

1. there are no sitting Editors in Chief **OR** only one sitting editor in chief
2. **AND** no suitable permanent replacement is approved by the board

an interim editor in chief may be selected either from within the Editorial Board or externally.

Interim Editors in Chief are subject to a six (6) month term limit, with the option to either extend the term to one (1) year or convert to a permanent role. Either option is subject to board approval. All other roles and responsibilities are identical to those of a regular editor in chief.

3.2. Editorial Board

The Editorial Board of The Journal will be made up of no less than six (6) and no more than fifteen (15) members, selected from the editorial staff to aid in guiding The Journal.

3.2.1. Requirements

An Editorial Board member fulfill the following requirements:

1. Be active faculty at Noorda College of Osteopathic Medicine **OR** hold a comparable appointment at another academic institution **OR** be uniquely qualified to guide The Journal through a combination of publication, leadership, and editorial experience.
2. Hold a terminal degree related to the field of medicine or biology.

OR must meet the following requirements:

1. Be a student actively enrolled in a doctoral degree program in a field relevant to medicine or biology.
2. Be in good standing with their respective college.
3. Have shown exceptional dedication to, and skill in, research as demonstrated via a strong publication record, leadership experience, and/or prior involvement with The Journal.
4. Have served satisfactorily as an editor with The Journal for a period of at least one (1) calendar year.

All board members must be capable of and willing to carry out all responsibilities of the role as outlined further in Section 3.2.2.

3.2.2. Role and Responsibilities

Role: Ensure that all editorial and publication standards are maintained, provide strategic guidance, and approve major changes to The Journal and bylaws.

Responsibilities

- Provide strategic guidance for The Journal.
- Work actively to expand The Journals reach and reputation.
- Attend scheduled Editorial Board meetings.
- Partake in Editorial Board votes.
- Handle Editorial Board business in a timely and professional manner.
- Fulfill any additional responsibilities of Editorial Board members outlined elsewhere in this document.
- Must adhere to all journal polices laid out in Section 5 and Section 6.

Roles and responsibilities listed in this section are **in addition to** any existing position that Advisory Board member may have, as outlined in Section 4.

3.2.3. Selection and Term

An Editorial Board member may serve in this role as long as he/she is willing and able and is expected to serve a minimum two (2) year term, barring exceptional circumstances. A student Editorial Board member may elect to serve a fixed one (1) year term.

Editorial Board members are appointed by consensus decision between the Editors in Chief. Editorial Board members may be removed for failure to complete responsibilities at the discretion of the Editors in Chief.

3.2.4. Removal

Editorial Board members may be removed from their position at the discretion of the Editors in Chief.

3.3. Advisory Board

The Advisory Board of The Journal will be made up of any number of advisors who will aid in guiding The Journal and provide specific expertise and advice. They may, but are not required to, attend Editorial Board meetings.

3.3.1. Requirements

There are no specific requirements for Advisory Board members. Advisory Board members **may not** be active in The Journal in other positions as defined in Section 4.

3.3.2. Role and Responsibilities

Role: Provide domain specific advice and guidance.

Responsibilities

- Provide advice to Editors in Chief and Editorial Board members.
- In the case of tie votes, vote in Editorial Board meetings.
- Provide strategic guidance and domain specific knowledge.
- Must adhere to all journal policies laid out in Section 5 and Section 6.

3.3.3. Selection and Term

Advisory Board members may be appointed at the discretion of the Editors in Chief. There are no minimum or maximum term limits.

3.3.4. Removal

Advisory Board members may be removed from their position at the discretion of the Editors in Chief.

4. Journal Positions

This section outlines the non-governing positions that may be held by journal members. All positions are volunteered and The Journal will not provide compensation of any kind. All editors must provide contact information to be displayed on The Journal website's Editorial Team page.

4.1. Assistant Editor

Assistant editors perform the day-to-day work required to operate The Journal. Assistant editors are generally graduate students who require training and mentorship and do not work independently.

4.1.1. Requirements

An assistant editor must fulfill the following requirements:

1. Be a student actively enrolled in a doctoral degree program in a field relevant to medicine or biology.
2. Be in good standing with their respective college.
3. Have shown exceptional dedication to, and skill in, research as demonstrated via a strong publication record, leadership experience, and/or prior involvement with The Journal.
4. Have served satisfactorily as a reviewer with The Journal for a period of at least one (1) calendar year.

Exceptions to these requirements may be made at the discretion of the Editors in Chief.

4.1.2. Role and Responsibilities

Role: Ensure that all editorial and publication standards are maintained, perform assigned editorial tasks.

Responsibilities

- Assess new submissions for suitability.
- Make recommendation on whether to send manuscripts for review.
- Invite reviewers.
- Assess review reports for quality.
- Solicit revisions from authors.
- Make recommendation on final decisions to accept or reject manuscripts.
- Perform copyediting and publication related work as assigned.
- Respond to journal communications in a timely and professional manner.
- Must adhere to all journal policies laid out in Section 5 and Section 6.

4.1.3. Selection and Term

Assistant editors are assigned at the discretion of the Editor(s) in Chief based on the requirements outlined in Section 4.1.1. There is no term limit.

Students who are accepted as assistant reviewers must complete student editor training. This entails completing the Elsevier Research Academy Editor Essentials (or equivalent) as well as the student reviewer training detailed in Section 4.6.3.

4.1.4. Removal

Assistant editors may be removed from their position at the discretion of the Editors in Chief for inability or failure to perform assigned role and responsibilities.

4.2. Associate Editor

Associate editors perform the day-to-day work required to operate The Journal. Associate editors may be more experienced graduate students, junior faculty, or more senior faculty who lack editorial experience.

4.2.1. Requirements

An associate editor must fulfill the following requirements:

1. Be active faculty at Noorda College of Osteopathic Medicine **OR** hold a comparable appointment at another academic institution **OR** be uniquely qualified through a combination of publication and editorial experience.
2. Hold an advanced degree related to the field of medicine or biology.

OR must meet the following requirements:

1. Be a student actively enrolled in a doctoral degree program in a field relevant to medicine or biology.
2. Be in good standing with their respective college.
3. Have served satisfactorily as an assistant editor with The Journal for a period of at least one (1) calendar year.

Exceptions to these requirements may be made at the discretion of the Editors in Chief.

4.2.2. Role and Responsibilities

Role: Ensure that all editorial and publication standards are maintained, perform assigned editorial tasks.

Responsibilities

- Assess new submissions for suitability.
- Make recommendation on whether to send manuscripts for review.
- Invite reviewers.
- Assess review reports for quality.
- Solicit revisions from authors.
- Make recommendation on final decisions to accept or reject manuscripts.
- Perform copyediting and publication related work as assigned.
- Respond to journal communications in a timely and professional manner.
- Must adhere to all journal policies laid out in Section 5 and Section 6.

4.2.3. Selection and Term

Associate editors are assigned at the discretion of the Editor(s) in Chief based on the requirements outlined in Section 4.2.1. There is no term limit.

4.2.4. Removal

Associate editors may be removed from their position at the discretion of the Editors in Chief for inability or failure to perform assigned role and responsibilities.

4.3. Senior Editor

Senior editors perform the day-to-day work required to operate The Journal. Senior editors may be more experienced faculty or junior faculty who have served in the role of associate editor for sufficient time.

4.3.1. Requirements

A senior editor must fulfill the following requirements:

1. Be active faculty at Noorda College of Osteopathic Medicine **OR** hold a comparable appointment at another academic institution **OR** be uniquely qualified through a combination of publication, leadership, and editorial experience.
2. Hold an advanced degree related to the field of medicine or biology.

OR must meet the following requirements:

1. Hold an advanced degree related to the field of medicine or biology.
2. Have served satisfactorily as an associate editor with The Journal for a period of at least one (1) calendar year.

Exceptions to these requirements may be made at the discretion of the Editors in Chief.

4.3.2. Role and Responsibilities

Role: Ensure that all editorial and publication standards are maintained, perform assigned editorial tasks.

Responsibilities

- Assess new submissions for suitability.
- Make final decisions on whether to send manuscripts for review.
- Invite reviewers.
- Assess review reports for quality.
- Solicit revisions from authors.
- Make final decisions to accept or reject manuscripts.
- Perform copyediting and publication related work as assigned.
- Respond to journal communications in a timely and professional manner.
- Must adhere to all journal policies laid out in Section 5 and Section 6.

4.3.3. Selection and Term

Senior editors are assigned at the discretion of the Editor(s) in Chief based on the requirements outlined in Section 4.3.1. There is no term limit.

4.3.4. Removal

Senior editors may be removed from their position at the discretion of the Editors in Chief for inability or failure to perform assigned role and responsibilities.

4.4. Technical Editor

Technical editors provide technical and administrative support during the editorial workflow.

4.4.1. Requirements

There are no specific requirements for a technical editor.

4.4.2. Role and Responsibilities

Role: Provide technical and administrative support throughout the editorial workflow.

Responsibilities

- Perform assigned copyediting tasks.
- Perform assigned production/publication tasks.
- Perform assigned administrative tasks.
- Must adhere to all journal policies laid out in Section 5 and Section 6.

4.4.3. Selection and Term

Technical editors are assigned at the discretion of the Editor(s) in Chief based on the requirements outlined in Section 4.4.1. There is no term limit.

4.4.4. Removal

Technical editors may be removed from their position at the discretion of the Editors in Chief for inability or failure to perform assigned role and responsibilities.

4.5. Guest Editor

Guest editors are temporary editors who manage a single special issue.

4.5.1. Requirements

A guest editor must fulfill the following requirements:

1. Be active faculty at Noorda College of Osteopathic Medicine **OR** hold a comparable appointment at another academic institution **OR** be uniquely qualified through a combination of publication and editorial experience.
2. Hold an advanced degree related to the field of medicine or biology.

Exceptions to these requirements may be made at the discretion of the Editors in Chief.

4.5.2. Role and Responsibilities

Role: Ensure that all editorial and publication standards are maintained. Perform all editorial tasks related to their special issue.

Responsibilities

- Assess new submissions for suitability.
- Make final decisions on whether to send manuscripts for review.
- Invite reviewers.
- Assess review reports for quality.
- Solicit revisions from authors.
- Make recommendations on decisions to accept or reject manuscripts.

- Perform copyediting and publication related work related to their special issue as needed.
- Respond to journal communications in a timely and professional manner.
- Must adhere to all journal policies laid out in Section 5 and Section 6.

4.5.3. Selection and Term

Guest editors may apply to the Editor(s) in Chief or may be invited by the Editor(s) in Chief. A proposal for a special issue is required. Acceptance is made at the discretion of the Editor(s) in Chief.

Guest editors are limited to the duration of their special issue. Further details about special issues are provided in Section 6

4.5.4. Removal

Guest editors may be removed from their position at the discretion of the Editors in Chief for inability or failure to perform assigned role and responsibilities.

4.6. Reviewer

4.6.1. Requirements

A reviewer must fulfill the following requirements:

1. Be active faculty at Noorda College of Osteopathic Medicine **OR** hold a comparable appointment at another academic institution **OR** be qualified through publication or other academic experience.
2. Hold an advanced degree related to the field for which they are asked to review.

OR must fulfill the following requirements:

1. Be a student actively enrolled in a doctoral degree program in a field relevant to medicine or biology.
2. Be in good standing with their respective college.
3. Have prior experience writing, reviewing, or otherwise being involved in research.

4.6.2. Role and Responsibilities

Role: Provide accurate, concise, and constructive reviews for submitted manuscripts.

Responsibilities

- Respond to reviewer requests in a timely fashion.
- Submit reviews in a timely fashion.
- Respond to journal communications in a timely and professional manner.
- Meet The Journal standards for professional, constructive, critical reviews.
- Complete at least one (1) assigned review per academic year (student reviewers only)
- Must adhere to all journal policies laid out in Section 5 and Section 6.

4.6.3. Selection and Term

Any author, reader, or interested party may create a journal account and register as a reviewer. Additionally, reviewers may be directly invited by any assistant, associate, guest, or senior editor. Reviewers will be selected and assigned based on expertise and need.

Student Reviewers: Students who are interested in reviewing must apply directly to The Journal via the website. If their application is approved, they must complete the Elsevier Research Academy Certified Peer Reviewer course (or equivalent) as well as a practice review which is to be reviewed by a senior editor or other experienced journal member. Upon completion of these two tasks, the student reviewer is eligible to be assigned reviews.

4.6.4. Removal

Reviewers may be removed from their position if they fail to meet the outlined responsibilities or otherwise do not meet the quality standards set forth by The Journal.

5. Submission and Peer Review

5.1. Submission Policies

5.1.1. Accepted Article Types

Original Research

Systematic Review

Meta-analysis

Narrative Review

Mini-Review

Methods Paper

Protocol

Comment

Case Report and Case Series

5.1.2. Description of Article Types and Special Requirements

Suggested article length is provided for each article type below. Please note that, unless otherwise stated, these are suggested word limits and do not include abstract, section titles, figure and table captions, declarations, or references.

5.1.2.1. Original Research

Original research articles should follow the general formatting guidelines outlines on this page and must include the following sections:

Introduction

Methods

Results

Discussion

Conclusions

Abbreviations

Declarations

Max words: approx. 3500 not including figures, tables, or references. Limit of 5 figures and 5 tables. Additional figures and tables may be included as supplemental material. All studies involving human subjects must include an IRB approval or exemption. Studies including animals should include IACUC approval or exemption.

5.1.2.2. Systematic Review

Systematic reviews should adhere to PRISMA guidelines for reporting and should follow the same general structure as original research articles and contain “Systematic Review” in the title. Please include a copy of the PRISMA checklist with submission. Max words: approx. 4500 not including figures, tables, or references. Limit of 5 figures and 5 tables. Additional figures and tables may be included as supplemental material. Other structured review types including but not limited to scoping reviews, rapid reviews, umbrella reviews, etc. should follow the guidelines for systematic reviews.

5.1.2.3. Meta-analysis

Meta-analyses are considered original research articles and thus should follow the guidelines for Original Research articles. Meta-analysis should adhere to PRISMA guidelines for reporting and should include “Meta-analysis” in the title. Please include a copy of the PRISMA checklist with submission. Please contact the editor if you feel your meta-analysis requires a significantly higher word count.

5.1.2.4. Narrative Review

Narrative reviews are welcome. In addition to summarizing current literature, narrative reviews should provide new insights into the topic. There are no word, figure, or table limits on narrative reviews. All narrative reviews must be comprehensive. Narrative reviews do not need to include Results and Discussion sections. Instead you may present your findings in a dedicated “Review” section - though this is not required.

5.1.2.5. Mini-Reviews

Mini-reviews are concise narrative reviews that summarize recent literature on a narrow topic. They should provide new insights into the topic and/or explore current trends. Mini-Reviews should be limited to <1500 words. Limit of 1 figure and 1 table. Mini-reviews are generally invitation only. Please contact the editor-in-chief if you would like to submit a proposal for a mini-review. Mini-reviews do not need to include Results and Discussion sections. Instead you may present your findings in a dedicated “Review” section. Mini-Reviews may choose to omit the Methods section as well, although inclusion of a brief description of search methodology is preferred.

5.1.2.6. Methods Paper

Methods papers should comprehensively describe a novel methodology or the methodology of a previously completed study in greater detail than normally allowed in the Methods section of an article. Methods papers describing existing methods without new contribution will be rejected. Methods papers should not describe hypothetical methods that have not been tested, validated, or otherwise employed by the authors. There is no word, figure, or table limit. There are no structure requirements.

5.1.2.7. Protocol

Protocol papers should concisely describe a planned study. Protocol papers may be submitted for all study types i.e., clinical trials, systematic reviews, meta-analyses, laboratory studies, etc. Max words: approx. 2000 not including figures, tables, or references. Limit of 5 figures and 5 tables. Additional figures and tables may be included as supplemental material. Protocol papers must include the following:

Project Summary

Rational and Background

Study Goals

Study Design

Detailed Methods

Statistical Analysis

Expected Outcomes

Anticipated Duration

Anticipated Problems

Ethical Considerations

References should be included at the end as usual.

5.1.2.8. Comment

Comments include a variety of article types that range from letters to the editor, editorial pieces, responses, and other opinion pieces. Comments must be <1000 words and no more than 10 citations. Figures and tables are discouraged but may be included if the authors feel they are necessary. There are no structural requirements for comments. These articles will be assessed by the editor for content, clarity, and general accuracy and will be denoted as having undergone “Editorial Review” only.

5.1.2.9. Case Reports and Case Series

Case reports and case series (≤ 3 cases) should describe interesting or rare cases and should be structured similarly to original research articles. Max words: approx. 1500 not including figures, tables, or references. Limit of 5 figures and 5 tables. Author lists for case reports should, in most cases, be limited to 5 or fewer authors. Case reports with excessively long author lists may be rejected or may require additional explanation during the editorial process. It is recommended that every case report/case series include the following sections:

Introduction

Methods (where applicable)

Case Description (including treatment and follow-up)

Discussion

Clinical Recommendations

Conclusion

Case reports and case series do not need IRB approval or exemption. Note that any case series with more than 3 cases should be submitted as an original research article, following those guidelines, and requires IRB approval or exemption. Patient consent is required for all case reports and case series. If you are unable to provide a consent form, please include a detailed explanation of why consent was not obtained.

5.1.2.10. Brief Reports

Brief reports succinctly describe small or limited results. These results may be part of preliminary studies, or they may extend previous work. Work done for posters or internal conferences may also be turned into brief reports with additional expansion (most usually in the background and methods sections). Brief reports should follow the same format as original research articles. Max words: approx. 2000 not including figures, tables, or references. Limit of 2 figures and 2 tables. Additional figures may be included in supplemental material or in-text upon special request. However, if your manuscript relies on more than a few figures, consider submitting as original research.

5.1.2.11. Brief Reports

Brief reports succinctly describe small or limited results. These results may be part of preliminary studies, or they may extend previous work. Work done for posters or internal conferences may also be turned into brief reports with additional expansion (most usually in the background and methods sections). Brief reports should follow the general guidelines outlined in the following sections. Max words: approx. 2000 not including figures, tables, or references. Limit of 2 figures and 2 tables. Additional figures may be included in supplemental material or in-text upon special request. However, if your article relies on more than a few figures, consider submitting as original research.

5.1.3. Submission requirements

The following items are required for every submission:

- An optional cover letter briefly summarizing your manuscript, including its importance and contribution to the field
- A title page containing your title, a shortened running title, and all author information.
- A Word Document or PDF (if submitting in LaTeX) of your manuscript. If you are using LaTeX, you will be required to submit the source files as well. Please make sure this is an anonymized version of your manuscript (i.e. do not include author names or other identifiable information).
- Figures saved in an acceptable format
- Any supplementary material
- IRB approval or exemption if necessary

5.1.4. Formatting

5.1.4.1. Templates

Both MS Word and LaTeX templates are available. Submissions not formatted properly may be delayed during the editorial process or outright rejected.

5.1.4.2. Language

All articles must be submitted in American English. Please consult the Chicago Manual of Style for questions regarding styling. Articles that require extensive editing and proof reading may be rejected at the discretion of the handling editor.

5.1.4.3. Title Page Format

Title

Titles should be concise and, where possible, describe the main results or conclusion of the manuscript. Please follow the individual article guidelines for exceptions and special rules. Titles should be in title case. Avoid vague titles or titles which posit a question without an answer.

Running Title

This should be a shortened version of your title, which will be displayed in the header of each page.

Authors and Affiliation

Please list full author names, affiliations, and email address. Indicate who is the corresponding author and whether or not any authors have contributed equally to the work. Please ensure that author names are correct. Affiliations should include city, state, and country. You may choose to include author degrees, but this is not required. Intermountain Journal of Translational Medicine follows ICMJE guidelines on author criteria. Please see our Editorial Policies for further details.

Example:

John B Researcher*, Department of Science, University of America, New York, New York, United States, jbresearcher@email.com

Jane D Scientist*, Department of Research, Imaginary University, Queensland, Australia, jdschientist@university.edu

Richard P Senior, Department of Research, Imaginary University, Queensland, Australia, psenior@otheruniversity.edu

* These authors have contributed equally to this work.

Keywords

Articles must include 3-5 keywords.

5.1.4.4. Manuscript Format

Title

Titles should be concise and, where possible, describe the main results or conclusion of the manuscript. Please follow the individual article guidelines for exceptions and special rules. Titles should be in title case. Avoid vague titles or titles which posit a question without an answer.

Running Title

This should be a shortened version of your title, which will be displayed in the header of each page.

Authors and Affiliation

Author names are listed together and separated by comma. **Not to be included in anonymized manuscript. Example only**

First Middle Initial Last¹

Department, Organization, City, State, Country Please mark equal contributions with an “*” and a corresponding note after the affiliations.

Example: John B Researcher^{1*}, Jane D Scientist^{1,2*}, Richard P Senior¹

¹ Department of Science, University of America, New York, New York, United States

² Department of Research, Imaginary University, Queensland, Australia

* These authors have contributed equally to this work.

Abstract

The abstract should be no longer than a paragraph (≤ 350 words) and may be either structured or unstructured. Do not cite references, figures, or tables in the abstract. Any abbreviations should be defined. For any study that has been pre-registered (i.e., systematic reviews or clinical trials) please include the unique identifier and URL of the registration.

Keywords

Please include 3-5 keywords describing your article.

Text

The entire document should be single-spaced with 2 columns. The required font is Palatino. Body text should be 10pt. The manuscript should be written using either Word or LaTeX. We recommend using one of the above templates to ensure rapid copyediting post acceptance.

Nomenclature and Abbreviations

All abbreviations should be defined at first use in text. Please be aware that even standard abbreviations should be defined for clarity.

Standard International Units should be used in all manuscripts. Exceptions may be made at the discretion of the editor.

Equations should be inserted in an editable format using the equation editor in Word (or appropriate formatting in LaTeX).

Sections

The manuscript should be organized by headings and subheadings. You may insert up to 4 heading levels (i.e., 3.1.2.2 Subheading Title). We require the following main section headings for most articles; any exceptions are described in the individual article requirements:

Introduction

Methods

Results

Discussion

Conclusions

Abbreviations*

Declarations**

* A list of defined abbreviations should be included at the end of the manuscript, in addition to defining all abbreviations at first use.

**All manuscripts must include a declarations section. The declarations section should include the following subsections. If a section is not applicable, please include it and state “Not applicable.” If the authors have no conflicts of interest, please include the statement “The authors declare that they have no competing interests” or similar.

Declarations

Ethics approval and consent to participate
Consent for publication
Data Availability
Conflicts of Interest
Funding
Authors Contributions
Acknowledgements

Author Contributions

Please include a detailed explanation of each authors' contribution to the manuscript following CRediT (Contributor Roles Taxonomy) guidelines.

Acknowledgements

This is a short text to acknowledge the contributions of specific colleagues, institutions, or agencies that aided the efforts of the authors. Should the content of the manuscript have previously appeared online, such as in a thesis or preprint, this should be mentioned here, in addition to listing the source within the reference list.

5.1.4.5. Figures and Tables

Figures

All figures, tables, and images will be published under a Creative Commons CC-BY license, and permission must be obtained for use of copyrighted material from other sources (including re-published/adapted/modified/partial figures and images from the internet). It is the responsibility of the authors to acquire the licenses, follow any citation instructions requested by third-party rights holders, and cover any supplementary charges.

Figures should be submitted individually as well as included at the end of the manuscript in the order in which they appear. Ensure that each figure is mentioned in the text and in numerical order.

For figures with more than one panel, panels should be clearly indicated using labels. Axis must be labeled. All figures should include a caption at bottom of the figure. Captions should be preceded by the appropriate label, for example "Figure 1." and include a title. Do not include a title in the table. These captions should be editable and not embedded in the figure file.

Image size and resolution

Figures should be reasonably sized to fit within a single page. Images must have a resolution of at least 300 dpi at final size. Text should be clear and easily readable at final size. Accepted file formats include:

TIFF
JPEG
PNG
EPS
SVG

Whenever possible, we suggest submission of figures in a scalable format such as EPS or SVG to avoid loss of resolution with resizing.

Tables

Tables should be inserted at the end of the manuscript, in the order in which they appear, and in an editable format. If you use a word processor, build your table in Word. If you use a LaTeX processor, build your table in LaTeX.

Table captions must be placed immediately before the table. Captions should be preceded by the appropriate label, for example “Table 1.” and include a title. Do not include a title in the table. Please use only a single paragraph for the caption.

Ensure that each table is mentioned in the text and in numerical order.

Supplementary Material

Data, figures, and other materials that are too long/large or not of primary importance to the text may be uploaded as supplementary material and will be displayed alongside the published article. Supplemental files are uploaded to and stored in Zenodo. Supplementary material is not typeset and is uploaded as-is.

References

Intermountain Journal of Translational Medicine uses the Vancouver reference style. In text citations should be number consecutively in order of appearance using Arabic numerals in square brackets. See Citing Medicine 2nd Edition for detailed examples of citing documents as well as general style questions.

5.2. Peer Review Policies

Intermountain Journal of Translational Medicine utilizes a double-blind peer review system. In double-blind peer review the identities of both authors and reviewers are kept confidential. Only the managing Editor is aware of the identities both parties.

5.2.1. Peer Review Process

Submissions are initially assigned to, and evaluated by, an Editor. In the case of special issues, all submissions are evaluated by the Guest Editor. If the manuscript meets the criteria for submission, peer reviewers are invited. Authors are encouraged to suggest peer reviewers, however, invitation to review is at the discretion of the managing editor. At a minimum, two completed reviews are required to advance through peer review. *Intermountain Journal of Translational Medicine* makes use of internal reviewers as well as traditional editor-invited reviewers. This allows us to maintain a high standard for reviews as well as increase the efficiency of the editorial process. Upon receipt of at least two completed reviews, the managing editor will assess the comments, allow the authors one or more rounds of revisions if required, and decide to accept or reject the manuscript. Prior to this final decision, manuscripts may be evaluated by the Editorial Board and the editors-in-chief for suitability and quality.

5.2.2. Abstract Review Process

Stand-alone symposium abstracts published by *Intermountain Journal of Translational Medicine* follow a slightly modified editorial and peer-review process. Abstracts are pre-selected by the Editors-in-Chief in conjunction with symposium organizers. These abstracts are then passed on to Editors who manage the formal peer-review process. In the case that abstracts have already been reviewed as part of a poster/abstract competition, only one additional review is required to satisfy the journal's peer review policy. Abstracts are reviewed as-is and no revisions are allowed. If the reviewer(s) recommend acceptance, abstracts are then published in supplemental issues corresponding to the symposium at which they were presented.

5.2.3. Transparency Statement

Any conflicts of interest identified during the review and/or editorial process will be detailed in a transparency statement published alongside the final article.

5.2.4. Responding to Peer Review

Upon receiving comments from reviewers, authors will be given 2 weeks to respond. Additional time is available by request. Responses should be returned in the form of a structured letter addressing each comment individually and referencing specific changes to the manuscript. Additionally, when resubmitting the manuscript with revisions, please indicate any changes by either tracking changes, highlighting, or coloring the modified text.

5.2.5. Student Editors and Peer Reviewers

In order to develop the next generation academics, Intermountain Journal of Translational Medicine encourages the involvement of students at all levels of the publication process. Students are carefully vetted prior to acceptance and are required to complete training through Elsevier's Editor Essentials and/or Certified Peer Review Course, depending on their role. Additionally, we hold regular workshops to ensure continued education and high editorial standards.

6. Editorial Policies

Intermountain Journal of Translational Medicine follows COPE guidelines on publication ethics. Please see the Peer Review section for a detailed description of the journal's peer review policy.

6.1. Publication Criteria

Intermountain Journal of Translational Medicine uses the following criteria when assessing a manuscript for publication. In addition to the criteria listed below, all manuscripts must fall within an accepted article category, comply with our Editorial Policies and Author Instructions, and fall within the scope of the journal.

1. The results of the manuscript under consideration have not been published elsewhere, unless allowed by a specific exemption as detailed in our editorial policies (e.g., preprints, thesis, conference abstracts, etc.).
2. Any experiments, systematic reviews of the literature, statistics, or other analysis has been conducted to a high standard with methodology described in sufficient detail to both allow assessment during review and replication if published.
3. Conclusions are supported by methodology and results.
4. The article is written in English, and the quality of the writing is sufficient so as not to impede understanding of the contents.
5. All relevant standards of ethics and research integrity are met.
6. Any relevant reporting guidelines are followed (e.g. PRISMA for systematic reviews).
7. All information and citations presented, for example in the background of an original research paper or in the review section of a review, should be factually correct, relevant, and recent.

6.2. Authorship and Contribution

Intermountain Journal of Translational Medicine follows ICMJE recommendations for authorship. Authorship should be based on the following criteria as per ICMJE:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or reviewing it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

These criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

6.3. Conflicts of Interest

Intermountain Journal of Translational Medicine requires authors to declare any and all conflicts of interests in relation to their work. All manuscripts must include a “Conflicts of Interest” section.

Editors and reviewers are also required to declare any conflicts of interest and may be excluded from the review process if such conflicts exist.

Financial conflicts of interests include (but are not limited to):

Receiving reimbursements, fees, funding, or salary from an organization that may in any way gain or lose financially from the publication of the manuscript, either now or in the future.

Holding stocks or shares in an organization that may in any way gain or lose financially from the publication of the manuscript, either now or in the future.

Holding, or currently applying for, patents relating to the content of the manuscript.

Receiving reimbursements, fees, funding, or salary from an organization that holds or has applied for patents relating to the content of the manuscript.

6.3.1. Non-financial conflicts

Non-financial competing interests include (but are not limited to) political, personal, religious, ideological, academic, and intellectual competing interests Commercial organizations

Authors from pharmaceutical companies, or other commercial organizations that sponsor clinical trials, should declare these as competing interests on submission.

6.3.2. Editorial Board Members, Guest Editors, and Editors

Editorial Board Members, Guest Editors, Senior Editors, Associate Editors, and Assistant Editors are required to declare any conflicts of interests and may be excluded from the peer review process if a conflict exists.

In addition, they should exclude themselves from handling manuscripts in cases where there is a known conflict of interest. This may include – but is not limited to – having previously published with one or more of the authors.

Where an Editorial Board Member, Guest Editor, Senior Editor, Associate Editor, or Assistant Editor is on the author list they must declare this in the conflicts of interest section in the submitted manuscript. If they are an author or have any other competing interest regarding a specific manuscript, another Assistant Editor, Associate Editor, Guest Editor, Senior Editor, or member of the Editorial Board will be assigned to assume responsibility for overseeing peer review. These submissions are subject to the exact same review process as any other manuscript.

Editors are welcome to submit papers to the journal. These submissions are not given any priority over other manuscripts, and Editor status has no bearing on editorial consideration.

6.3.3. Peer Reviewers

All external peer reviewers must declare conflicts of interest to the managing editor. Internal peer reviewers will be selected to avoid conflicts of interest but should inform the managing

editor of any potential unforeseen conflicts. In order to prevent the majority of conflicts that may arise during the review process, *Intermountain Journal of Translational Medicine* utilizes a double-blind peer review system. If there are conflicts identified during or after the review process, a statement will be included with the final publication.

6.4. Ethics and Consent

Intermountain Journal of Translational Medicine follows ICMJE recommendations on protection of research participants.

Research involving human participants, human material, or human data, must have been performed in accordance with the Declaration of Helsinki and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear in all manuscripts reporting such research. If a study has been granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption). Case reports and case series with ≤ 3 patients do not require ethics committee approval or a statement of exemption.

Informed consent, as well as consent to publish, must be obtained from all human subjects. Consent forms do not need to be included at initial submission but must be furnished upon request.

If consent cannot be obtained because the author(s) are unable to trace or contact the patient, a case report or case series may only be published after sufficient anonymization. Sufficient anonymization entails ensuring that no-one, including the patient, is capable of identifying the person described in the case(s). Anonymization may result in the loss of information and evidence. In this case, a statement will be added to the published version of the manuscript: "Detail has been removed to ensure anonymity. The editors and reviewers have seen the complete information available and are satisfied that the arguments contained herein are valid and well supported." In extreme cases it may be necessary to anonymize the author list as well.

Experimental research on vertebrates or any regulated invertebrates must comply with institutional, national, or international guidelines, and where available should have been approved by an appropriate ethics committee.

6.5. Clinical Trial and Systematic Review Registration

Intermountain Journal of Translational Medicine, in accordance with ICMJE recommendations, requires registration of all clinical trials in a public database. In the case that a trial has not been pre-registered a retrospective registration is acceptable.

Intermountain Journal of Translational Medicine recommends, but does not require, systematic reviews and meta-analyses be registered in a public registry.

6.6. Data and Reproducibility

Intermountain Journal of Translational Medicine strongly encourages that all data on which the conclusions of the paper rely should be available to readers. While data sharing is not

mandatory, editors may request access to any data not shared during submission that may be required for assessment of the manuscript. Failure to provide said data may result in rejection.

We encourage authors to ensure that their datasets are either deposited in publicly available repositories (where available and appropriate) or presented in the main manuscript or additional supporting files, in machine-readable format (such as spreadsheets rather than PDFs) whenever possible.

Any custom code described in the manuscript or used to obtain results must be available in either supplementary files or in a public repository for assessment by reviewers and editors.

All publicly available datasets must be references in the reference list with a unique identifier such as a DOI.

6.6.1. Artificial Intelligence (AI)

Intermountain Journal of Translational Medicine does not allow for the inclusion of Large Language Models (LLM) such as ChatGPT in the author list. Use of LLMs for research purposes should be detailed in the methods section and include an appropriate citation.

6.7. Duplicate Publication

All manuscripts submitted to *Intermountain Journal of Translational Medicine* must be original and the manuscript must not be under consideration by any other journal. Common exceptions are listed below:

6.7.1. Theses

Manuscripts derived from theses and dissertations are acceptable. If the original work is available in a public or institutional repository, it should be cited appropriately. Please include a note to the editor if you are submitting work derived from a thesis or dissertation.

6.7.2. Preprints

Intermountain Journal of Translational Medicine encourages posting on a preprint server or personal/institutional website. This does not constitute previous publication. Upon acceptance of a manuscript, we request that the preprint be updated to include a link to the final published version.

6.7.3. Abstracts, Posters, and Presentations

Abstracts, posters, and presentations do not prevent consideration of the full manuscript. However, any published abstract should be properly cited.

Other exceptions may be made at the discretion of the Editorial Board.

6.7.4. Prior Publication in Student Journals

Work submitted previously to internal student journals may be considered on a case-by-case basis. Please include details of the prior publication when submitting your manuscript. It is the authors' responsibility to ensure they are in compliance with all prior copyright agreements.

6.8. Post Publication

Intermountain Journal of Translational Medicine has no embargo period and encourages posting of accepted articles to institutional or other repositories. At this time, all accepted articles will be posted to Zenodo as part of our journal archiving and preservation efforts.

6.9. Allegations of Misconduct

Intermountain Journal of Translational Medicine follows COPE guidelines when dealing with suspected misconduct.

In cases of suspected research or publication misconduct, it may be necessary for the Editor to contact and share manuscripts with third parties, for example, author(s)' institution(s) and ethics committee(s).

6.10. Research misconduct

All research involving humans (including human data and human material) and animals must have been carried out ethically. If there is suspicion that research has not taken place within an appropriate ethical framework, the Editor may reject a manuscript and may inform third parties, for example, author(s)' institution(s) and ethics committee(s).

In cases of proven research misconduct involving published articles, or where the scientific integrity of the article is significantly undermined, articles may be retracted.

6.11. Data falsification and fabrication

Data falsification is manipulating research data with the intention of giving a false impression. This includes manipulating images, removing outliers or “inconvenient” results, changing, adding, or omitting data points, etc. Data fabrication means the making up of research findings.

Any questions regarding data integrity raised during or after the peer review process will be referred to the Editor. The Editor may request (anonymized) underlying study data from the author(s) for inspection or verification. If the original data cannot be produced, the manuscript may be rejected or, in the case of a published article, retracted. Cases of suspected misconduct may be reported to the author(s)' institution(s).

6.12. Plagiarism

Intermountain Journal of Translational Medicine makes use of Grammarly in combination with editorial oversight to screen for plagiarism. If plagiarism is identified, relevant COPE guidelines on plagiarism will be followed.

6.13. Post Publication Discussion and Corrections

Intermountain Journal of Translational Medicine encourages continued discussion after publication. We accept letters to the editor and responses from authors.

If it becomes necessary to retract or correct an article, *Intermountain Journal of Translational Medicine* follows relevant COPE guidelines.

If an editor becomes aware of a potentially serious issue, they may issue an expression of concern. This may be superseded by a correction or retraction.

In exceptional circumstances, *Intermountain Journal of Translational Medicine* may remove an article from its online platform. This may occur if the article in question is found to be unlawful in some way or if it is found to contain content that is deemed to be immediately harmful to the public.

6.14. Complaints and Appeals

6.14.1. Appeals

Authors who wish to appeal decisions (including rejection of a manuscript) should directly contact the editor handling their submission. A formal letter of appeal is required. Given that this occurs outside of the normal workflow, several weeks may be required to respond. Appeals will only be considered if (a) the authors can demonstrate an error has been made during review that impacted the final decision (b) additional relevant information can be included or (c) substantial bias in the review process can be demonstrated.

Final decisions on appeals will be made by the handling editor in conjunction with the Editorial Board and editors-in-chief.

All other feedback and complaints may be directed to the journal contact page.

6.14.2. Complaints

All complaints concerning publication process and ethics will be initially handled by the assigned manuscript editor. If the complaint concerns the handling editor, the authors should directly forward the complaint to both co-editor-in-chiefs.

6.15. Copyright and Licence

6.15.1. Copyright

Copyright on any article published in the *Intermountain Journal of Translation Medicine* is retained by the author(s).

Authors grant *Intermountain Journal of Translation Medicine* a license (see “License”) to publish the article and identify itself as the original publisher.

Authors also grant any third party the right to use the article freely as long as its integrity is maintained and its original authors, citation details, and publisher are identified.

The Creative Commons Attribution License 4.0 formalizes these and other terms and conditions of publishing articles.

6.15.2. License

In submitting an article to the Intermountain Journal of Translation Medicine I certify that;

1. I am authorized by my co-authors to enter into these arrangements.
2. I warrant, on behalf of myself and my co-authors, that:

- the article is original, has not been formally published in any other peer-reviewed journal, is not under consideration by any other journal and does not infringe any existing copyright or any other third party rights;
 - I am/we are the sole author(s) of the article and have full authority to enter into this agreement and in granting rights to the *Intermountain Journal of Translation Medicine* are not in breach of any other obligation;
 - the article contains nothing that is unlawful, libelous, or which would, if published, constitute a breach of contract or of confidence or of commitment given to secrecy;
 - I/we have taken due care to ensure the integrity of the article. To my/our - and currently accepted scientific - knowledge all statements contained in it purporting to be facts are true and any formula or instruction contained in the article will not, if followed accurately, cause any injury, illness or damage to the user.
3. I, and all co-authors, agree that the article, if editorially accepted for publication, shall be licensed under the Creative Commons Attribution License 4.0.

7. Financial Policies

7.1. Open Access Policy

Intermountain Journal of Translation Medicine strives to make publication free for authors and research freely accessible to readers. Since its inception in 2023, IMJTM publishes entirely open access and charges no fees for authors or readers.

Authors retain copyright to their own work via the Creative Commons Attribution License and are charged no fees for submission or publication. All content is freely available to users. Users are allowed to read, download, copy, distribute, print, search, link, or otherwise use articles for any purpose allowed under the CC BY license, without asking prior permission from the publisher or the author.

7.2. Funding

Funding for journal activities is provided by the Noorda College of Osteopathic Medicine Research Department.

7.3. Budget Management

Budget management necessary for continued journal operations is the responsibility of the Editors in Chief. Major changes in expenditure must be approved by the Editorial Board via majority vote.

8. Meetings and Decision Making

8.1. Frequency of Meetings

8.1.1. Editor in Chief Meetings

It is suggested that the Editors in Chief meet regularly (e.g. monthly) to discuss journal operations and planning. Additional journal members may be invited to these meetings as needed. These meetings may be informal and occur as frequently or infrequently as required by journal operations.

8.1.2. Editorial Board Meetings

Scheduled Editorial Board meetings occur twice per calendar year. There is no requirement for when these meetings occur, but it is suggested that they align with the Noorda College of Osteopathic Medicine fall and spring semester start. The Editors in Chief may schedule additional board meetings as deemed necessary or as required by journal policy. See Section 8.3 for additional details.

8.1.2.1. Meeting Structure and Minutes

Scheduled Editorial Board meetings last one (1) hour. This may be adjusted based on availability and need. During this time, the general structure is as follows:

- 0-5 min: Journal updates provided by Editors in Chief
- 5-40 min: Specific journal business e.g. workflow adjustments, accepted papers, editorial task, etc.
- 40-50 min: Future directions and action items.
- 50-60 min: Proposals and voting.

Scheduled meetings may be transcribed. A summary email containing meeting minutes will be distributed to Editorial Board members, Advisory Board members, and Editors in Chief within 48 hours of the conclusion of the meeting.

8.1.3. General Journal Meetings

A journal wide meeting occurs once per calendar year. Attendance by all editors, student reviewers, and board members is mandatory. These meetings follow the same general format as scheduled editorial meetings however no voting is conducted or new proposals introduced with the exception of proposals as described in Section 9.1.

8.2. Voting

The following voting procedures are applicable to all votes except dissolution votes, the rules for which are outlined in Section 8.2.1.

Each Editorial Board member has one (1) vote. Additionally, each editor in chief has one (1) vote. In the case of a tie, one or more Advisory Board members may be asked to act as tie breakers and are given 1 (one) vote each.

Votes are decided by majority.

Voting may occur at either scheduled or special meetings (see Section 8.3).

Votes may be submitted at the time of the meeting, whether virtually or in person, or via email in the case that a board member is unable to attend. Votes are tallied publically

The following actions require an Editorial Board vote:

1. Confirmation of a new editor in chief.
2. Major financial changes to The Journal.
3. Major operational changes to The Journal.
4. Disagreements between the Editors in Chief that must be resolved to ensure continued operation of The Journal.
5. Amendments to the bylaws (except in cases outlined in Section 9.3.1).

Actions not listed above may be put to a vote at the discretion of the Editors in Chief.

8.2.1. Dissolution

In the case of a vote to dissolve the journal as described in Section 10, all Editorial Board members, Editors in Chief, and Advisory Board members are given one (1) vote each. Voting must take place at a special meeting with all voting journal members in attendance.

A proposal to dissolve may only pass via unanimous decision.

8.3. Special Meetings

A special Editorial Board meetings **must** be called in the following cases:

1. An editor in chief steps down unexpectedly.
2. An event occurs that would substantially change The Journal or has the potential to cause harm to The Journal or its constituents.

A special Editorial Board meeting **may** be called at the discretion of the Editors in Chief if:

- a candidate for editor in chief must be confirmed by the board **OR**
- a significant financial change is being made **OR**
- a significant change to The Journal is being made **OR**
- a disagreement between the Editors in Chief occurs

AND waiting for the next scheduled Editorial Board meeting would impede smooth operation of The Journal.

8.3.1. Meeting Structure, Notice, and Minutes

Special meetings should be scheduled at least one (1) week in advance, barring extenuating circumstances. A detailed meeting agenda along with written notice must be sent via email.

There is not formal structure for these meetings, however adequate time should be allotted to address the agenda as well as allow for voting. Minutes should be sent out as soon as possible to facilitate absentee voting.

At least 50% of the board must be present for the meeting to proceed. Absent members may vote via email. All email votes must be timestamped within 48 hrs of receiving the meeting minutes. Votes collected later than this will be included at the discretion of the Editorial Board.

9. Amendments to Bylaws

9.1. Prohibited Bylaws

Amendments made to bylaws contained within the following sections, or to the sections themselves, are prohibited using the methods outlined in Section 9.2 and Section 9.3.1:

- Section 3 - Governance
- Section 6.15 - Copyright and Licence
- Section 7.1 - Open Access Policy
- Section 8.2 - Voting
- Section 9 - Amendments to Bylaws
- Section 10 - Dissolution

9.2. Standard Amendments

An editor in chief or any Editorial Board member may propose to amend any eligible bylaws (as defined in Section 9.1). The process is as follows:

Proposals must be made at scheduled Editorial Board meetings. An initial vote on the proposal will take place with four possible outcomes:

1. The proposal is deferred to the next meeting.
2. The proposal is rejected.
 - In this case, the meeting continues. Rejected proposals may be reintroduced at future scheduled meetings, however, new proposals take precedence.
3. The proposal is determined to be straightforward and does not require further evaluation e.g., minor changes to wording or optimizations in workflow, and the proposal is accepted.
 - In this case, the change may be implemented immediately and this document updated to reflect said change.
4. The proposal is deemed sufficiently complex as to require an additional meeting and vote.
 - A special Editorial Board meeting is scheduled as described in Section 8.3.
 - A written proposal must be sent to all Editorial Board members, Editors in Chief, and Advisory Board members who will take part in the vote.
 - A vote takes place at the special Editorial Board meeting and a final decision is rendered.
 - Proposal rejected in this way may not be resubmitted for one (1) calendar year.
 - Proposals accepted in this way require review of this document after amending, which may take place at the next scheduled Editorial Board meeting. Changes may be implemented prior to this review.

9.3. Special Amendments

9.3.1. Editor in Chief Amendments

The Editors in Chief may elect to make amendments to bylaws to facilitate smooth operation of The Journal. In this case, an Editorial Board vote may be delayed or bypassed entirely, depending on the amendment.

Votes by the Editorial Board may be bypassed if all of the following requirements are met:

1. Both Editors in Chief must agree to any proposed amendments.
2. The proposed amendment is limited to Section 5.

3. Delaying implementation of the proposed amendment would reduce workflow efficiency.
4. The change is minor.

Votes by the Editorial Board may be delayed if all of the following requirements are met:

1. The proposed amendment is not prohibited by Section 9.1.
2. Delaying implementation of the proposed amendment would have a negative impact on The Journal.

In either case, changes must be presented to the board at the next scheduled meeting. At that time, any Editorial Board member or editor in chief may propose a vote on the amendment, in which case the rules outlined in Section 9.2 must be followed.

9.3.2. Changing Prohibited Bylaws

Changes to bylaws listed in Section 9.1 may be changed under exceptional circumstances.

In the case that a change must be made, a formal written proposal including:

- detailed explanation of the change
- justification for the change
- expected impact on The Journal

must be submitted to the Editors in Chief, Editorial Board, and Advisory Board. An initial vote following the rules outlined in Section 8.2 must take place to determine if the proposal will be further considered.

In the case that the proposal is rejected, it may not be resubmitted without substantial change to the proposal e.g., new information.

If the proposal passes this initial vote, it must be sent to all journal editors and board members with an opportunity to submit comments. It then must then be presented at the next general journal meeting (see Section 8.1.3) and time allotted for attendees to comment.

After all interested constituents have been given the opportunity to comment, a second board vote, following the rules outlined in Section 8.2 may take place, at which time the amendment is either accepted or rejected. If rejected at this stage, the proposal may not be resubmitted for (1) calendar year.

Proposals accepted in this way require review of this document after amending, which must take place at the next scheduled Editorial Board meeting. Changes may be impleted prior to this review.

10. Dissolution

10.1. Conditions for Dissolution

Intermountain Journal of Translational Medicine may be dissolved under the following circumstances:

- A decision by the Editorial Board, Editors in Chief, and Advisory Board supported by a unanimous vote.
- Loss of institutional support from Noorda College of Osteopathic Medicine and an inability to obtain new institutional support.
- Financial insolvency or inability to sustain journal operations.

10.2. Approval Process

The proposal for dissolution must be submitted by the Editor-in-Chief or a majority of the Editorial Board members.

The dissolution decision requires a unanimous vote of the Editorial Board, Editors in Chief, and Advisory Board.

10.3. Financial Obligations

All outstanding debts and financial obligations shall be settled before dissolution.

Any remaining funds will be transferred to the Noorda College of Osteopathic Medicine Research Department, unless otherwise specified.

10.4. Disposition of Assets

Published content will be preserved by depositing it in a permanent digital archive, such as an institutional repository or a service such as CLOCKSS or Zenodo.

Editorial records and documentation will be securely archived or transferred to Noorda College of Osteopathic Medicine for institutional preservation.

10.5. Preservation of Intellectual Content

The Journal will ensure that all published works remain accessible to the public through established digital repositories.

Authors will be informed about the arrangements for the continued availability of their published works.

10.6. Notification Process

A public notice of dissolution will be published on The Journal's website and communicated through appropriate academic channels.

Authors, reviewers, and editors will receive direct notification about the decision and timeline for The Journal's closure.

Indexing and archiving services will be informed of The Journal's dissolution to update their records accordingly.

10.7. Timeline

A dissolution timeline will be established, including a final issue publication date (if applicable) and deadlines for administrative and financial tasks.

10.8. Legal Compliance

All actions related to the dissolution will comply with applicable laws.