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This Journal is a member of the Committee on Publication Ethics.

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).

Please read the guidelines below then visit the journal's submission site to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of Biomedical Informatics Insights will be reviewed.

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2. Article processing charge (APC)

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The article processing charge (APC) is $1,848 USD for authors in North America and £1,399 for authors in all other countries.*

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3. What do we publish?

3.1 Aims & scope
Before submitting your manuscript to *Biomedical Informatics Insights*, please ensure you have read the Aims & Scope.

3.2 Article types
*Biomedical Informatics Insights* welcomes submissions of the following types:

1. Commentaries
2. Editorials
3. Images of interest
4. Letters to the Editor
5. Meeting reports
6. Methodologies
7. Opinions
8. Original research
9. Perspectives
10. Research proposals
11. Reviews
12. Short commentaries
13. Short reports
14. Short reviews
15. Software or database reviews
16. Technical advances

For more information on the types of articles accepted, please see Appendix 1: Article Types.

3.3 Writing your paper
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3.3.1 Making your article discoverable
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4.1 Peer review policy
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while maintaining rigor. Reviewers make comments to the author and recommendations to the Editor-in-Chief who then makes the final decision.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.

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Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

(i) Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published,
(iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

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Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

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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.

4.6 Research ethics and patient consent
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For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals published by the International Association of Veterinary Editors.

4.7 Clinical trials
Biomedical Informatics Insights 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.

4.8 Reporting guidelines
The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed CONSORT flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and meta-analyses should include the completed PRISMA flow chart as a cited figure and the completed PRISMA checklist should be uploaded with your submission as a supplementary file. The EQUATOR wizard can help you identify the appropriate guideline.

Other resources can be found at NLM’s Research Reporting Guidelines and Initiatives.

5. Publishing policies

5.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and view the Publication Ethics page on the SAGE Author Gateway.

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6. Preparing your manuscript

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The preferred format for your manuscript is Word. LaTeX files are also accepted. Word and (La)TeX templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

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Figures supplied in color will appear in color online.
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9. Further information
Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Biomedical Informatics Insights editorial office as follows:

Erin O’Brien, Publishing Editor; erin.obrien@sagepub.com  |  805-300-9509
10. Appendix 1: Article Types

Manuscript types eligible for submission are described below.

1. Commentary
   - Commentaries discuss the findings, implications, and/or outcomes of specific research or wider research on a general topic. They elaborate on or offer original ideas about a specific paper or a widely-researched subject. Commentaries differ from reviews in that they present the author’s original ideas and suggestions instead of only collating and reporting the previous research.

2. Editorial
   - Written by the Editor-in-Chief, deputy Editor-in-Chief, Guest Editor or Associate Editor of a journal, editorials are intended to inform readers of changes concerning the journal, or to introduce supplements, special issues, or new ideas relevant to the journal. In limited circumstances, individuals other than the individuals listed here may propose an editorial topic if they wish.

3. Image of Interest
   - This submission type presents images supporting evaluation of a condition or diagnosis of an unusual case. The image may be pathologic or radiographic, and must be of high quality and illustrative of the full spectrum of the disorder. Your manuscript should contain a summary of the presentation, an indication of the features of the image leading to diagnosis or critical to the management of the condition. There should also be a discussion of the disease or diagnostic or therapeutic process. There may be no more than two figures and the word count excluding the abstract and references may be no more than 300 words.

4. Letter to the Editor
   - Letters to the editor can be submitted on any topic relevant to the journal and are usually in response to an article published in the journal. They can suggest new subjects to be incorporated by the journal or commend and review papers published in the journal. We recommend that individuals considering submitting a letter to the editor should contact the editor in chief first to discuss their manuscript. Authors should be aware that letters to the editor are not always added to some databases/indexes. Where the editor in chief determines that a letter to the editor does not require peer review a 50% discount on the journal’s standard applicable article processing fee will apply. Otherwise, the standard article processing fee will apply, except if the letter addresses an issue on a published paper typically addressed through an expression of concern or retraction; in such cases no fee will apply.

5. Meeting Report
   - This manuscript type reports on a meeting with specific relevance to the journal it is submitted to. Meetings can be international or national conferences or institutional seminars.
6. Methodology
   • Methodology manuscripts explain a new methodology or an improvement in existing methodologies in therapeutics techniques or medical procedures.

7. Opinion
   • A short, opinionated response to an article published in the journal it is submitted to or elsewhere.

8. Original Research
   • These should detail original experiments/research conducted by the authors. Any research on any topic is accepted, provided it falls within the aims and scope of the journal. Original research must add to scientific knowledge on the subject and must be completed in accordance with ethical principles. Research on humans or animals must have applicable ethical approvals.

9. Perspective
   • Typically presenting an opinion based on practical experience, these manuscripts are similar to opinion articles, but stem from personal experience of the subject discussed. They can be written in response to other papers provided the author has relevant experience.

10. Research Proposal
    • Research proposals present outlines of proposed studies and should describe the goals, methodology and the predicted results of the research. Research proposals may also contain the results of preliminary studies, although authors should consider presenting such results in an original research paper.

11. Review
    • A review is a detailed examination including the benefits and drawbacks of a medicine, therapeutic technique, computer program, policy, or anything else appropriate to the journal. They are substantially composed of a report on previous research. Authors wishing to present original ideas in addition should choose the Commentary type. All journals accept unsolicited review manuscripts for peer review.

12. Short Commentary
    • A short commentary is similar to a commentary but briefer at around 1,000 words excluding references.

13. Short Report
    • Short reports present new research that adds to previous studies. This can be reporting on the reliability or unreliability of research or informing readers of new factors that may influence the outcome of the study. Authors must acknowledge the work they build upon including any unpublished sources. Manuscripts should be no longer than approximately 1,000 words excluding references.

14. Short Review
    • A short review is similar to a review but briefer at around 1,000 words excluding references.

15. Software or Database Review
• Discussing software, code, a database etc. (one of the two prefixes will be excluded prior to publication). These articles should review one of these that is likely to be useful to a number of researchers in a specific subject area. The example data used in software or database reviews should be available to readers for non-commercial purposes, and reviewers must be able to use the example anonymously. Software or database reviews can be used to directly compare the reviewed programs with alternative options.

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