

Guidelines for Submitting a Manuscript

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 <https://mc.manuscriptcentral.com/jofdst> to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned. Remember you can log in to the submission site at any time to check on the progress of your paper through the peer review process.

Only manuscripts of sufficient quality that meet the aims and scope of *JDST* will be reviewed.

There are no fees payable to submit or publish in this journal.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere. Please see our guidelines on prior publication and note that ***JDST* may accept submissions of papers that have been posted on pre-print servers**; please alert the Editorial Office when submitting (contact details are at the end of these guidelines) and include the DOI for the preprint in the designated field in the manuscript submission system. Authors should not post an updated version of their paper on the preprint server while it is being peer reviewed for possible publication in the journal. If the article is accepted for publication, the author may re-use their work according to the journal's author archiving policy. If your paper is accepted, you must include a link on your preprint to the final version of your paper.

Topics of Interest

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

- Glucose monitoring

- Insulin and metabolic peptide delivery
- Artificial and bioartificial pancreas
- Information technology
- Telemedicine
- Software for modeling
- Physiologic monitoring
- Technology for managing obesity
- Diagnostic tests of glycation
- Personalized medicine for diabetes, including pharmacogenomics and biomarkers
- Technology for improving adherence to therapy
- 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.

Aims & Scope

Before submitting your manuscript to *JDST*, please ensure you have read the [Aims & Scope](#).

Writing your paper

The SAGE Author Gateway has some general advice and on [how to get published](#), plus links to further resources.

Make your article discoverable

For information and guidance on how to make your article more discoverable, visit our Gateway page on [How to Help Readers Find Your Article Online](#)

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 JDST, 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 JDST style specifications. Authors are given the opportunity to review the proofs before publication.

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 JDST by improving the quality of the article.

JDST is committed to delivering high quality, fast peer-review for your paper, and as such has partnered with Publons. Publons is a third party service that seeks to track, verify and give credit for peer review. Reviewers

for *JDST* can opt in to Publons in order to claim their reviews or have them automatically verified and added to their reviewer profile. Reviewers claiming credit for their review will be associated with the relevant journal, but the article name, reviewer's decision and the content of their review is not published on the site. For more information visit the [Publons](#) website.

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.

Author Responsibilities and Accountability

Authors who submit a manuscript to *JDST* 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.

Authorship

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.

Authors should meet the conditions of all of the points above. When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all

contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

Ethical Compliance

Authors who submit manuscripts to JDST 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 JDST 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 JDST prior to publication.

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

Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

Writing assistance

Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any

writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance. It is not necessary to disclose use of language polishing services.

Funding

JDST requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the [Funding Acknowledgements](#) page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

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](#)

Research ethics and patient consent

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#)

Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

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 do not submit the patient’s actual written informed consent with your article, as this in itself breaches the patient’s

confidentiality. The Journal requests that you confirm to us, in writing, that you have obtained written informed consent but the written consent itself should be held by the authors/investigators themselves, for example in a patient's hospital record. The confirmatory letter may be uploaded with your submission as a separate file.

Please also refer to the [ICMJE Recommendations for the Protection of Research Participants](#)

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.

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 [NLN's Research Reporting Guidelines and Initiatives](#)

Research Data

At SAGE we are committed to facilitating openness, transparency and reproducibility of research. Where relevant, *JDST* **encourages** authors to share their research data in a suitable public repository subject to ethical considerations and where data is included, to add a data accessibility statement in their manuscript file. Authors should also follow data citation principles. For more information please visit the [SAGE Author Gateway](#), which includes information about SAGE's partnership with the data repository Figshare.

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, JDST 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 JDST.

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.

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](#)

Plagiarism

JDST and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

Prior publication

If material has been previously published it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the [SAGE Author Gateway](#) or if in doubt, contact the Editor at the address given below.

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Open access and author archiving

JDST offers optional open access publishing via the SAGE Choice programme. For more information please visit the [SAGE Choice website](#). For information on funding body compliance, and depositing your article in repositories, please visit [SAGE Publishing Policies](#) on our Journal Author Gateway.

Manuscript Preparation

The accepted format for your manuscript is Word.

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 JDST [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 JDST.

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	<input type="checkbox"/> Background <input type="checkbox"/> Method <input type="checkbox"/> Results <input type="checkbox"/> Conclusions
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	1250 words
Commentary	2000 words
Letter to the editor	500 words

English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Language Services. Visit SAGE Language Services on our Journal Author Gateway for further information.

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 JDST 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:

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's Manuscript Submission Guidelines

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:

Image Type	Description	Acceptable Format	Required Resolution
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

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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. Submit manuscripts electronically to: editor@jdst.org.
2. In the subject field of the email message, list the last name of the first author followed by the text "manuscript submission" (e.g., SMITH manuscript submission).
3. Please attach 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.

ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of ORCID, the Open Researcher and Contributor ID. ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

The collection of ORCID IDs from corresponding authors is now part of the submission process of this journal. If you already have an ORCID ID you will be asked to associate that to your submission during the online submission process. We also strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platforms. It takes seconds to do: click the link when prompted, sign into your ORCID account and our systems are automatically updated. Your ORCID ID will become part of your accepted publication's metadata, making your work attributable to you and only you. Your ORCID ID is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications.

If you do not already have an ORCID ID please follow this link to create one or visit our ORCID homepage to learn more.

Information required for completing your submission

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. The affiliation listed in the manuscript should be the institution where the research was conducted. If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript note at the end of the paper. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

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On acceptance and publication

SAGE Production

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be made available to the corresponding author via our editing portal SAGE Edit or by email, and corrections should be made directly or notified to us promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorising the change.

Online First publication

Online First allows final articles (completed and approved articles awaiting assignment to a future issue) to be published online prior to their inclusion in a journal issue, which significantly reduces the lead time between submission and publication. Visit the SAGE Journals help page for more details, including how to cite Online First articles.

Access to your published article

SAGE provides authors with online access to their final article.

Promoting your article

Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the Promote Your Article page on the Gateway for tips and advice.

Guidelines for Submitting a Letter to the Editor

Journal of Diabetes Science and Technology (JDST) welcomes letters on [topics](#) of diabetes science and technology. Letters may be opinion pieces, responses to articles that have been published in JDST, brief reports about personal observations, or responses to previously posted letters to

the editor. JDST 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 JDST 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. JDST 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 JDST's Web site within 10 days.

To submit a letter to the editor, write to: editor@jdst.org

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Appealing the publication decision

Editors have very broad discretion in determining whether an article is an appropriate fit for their journal. Many manuscripts are declined with a very general statement of the rejection decision. These decisions are not eligible for formal appeal unless the author believes the decision to reject the manuscript was based on an error in the review of the article, in which case the author may appeal the decision by providing the Editor with a detailed written description of the error they believe occurred.

If an author believes the decision regarding their manuscript was affected by a publication ethics breach, the author may contact the publisher with a detailed written description of their concern, and information supporting the concern, at publication_ethics@sagepub.com