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.

All authors need to add their ORCID iDs in Manuscript Central prior to acceptance in order for the IDs to be published on the final article, if accepted. If your manuscript is accepted for publication, you will not be able to add an ORCID iD after the manuscript is sent to our production team.

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 fieldin 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 andactuators

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 fordiabetes.
3. *Analysis articles*—solicited pieces that discuss the merits of a specificarticle 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 fordeveloping, 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 ona product, device, assay, or method, but not necessarily its clinical application.
6. *Letters to the editor*—opinion pieces, responses to articles featured inJDST, 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.

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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.

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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 intellectualcontent,

(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 identifythe 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 documentedaccording 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.

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Acknowledgements

All contributors who do not meet the criteria for authorship should be listedin 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.

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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.

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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 ina 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

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

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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 American English.

3. Arrange manuscript information as outlined in the [Manuscript Sequence](#) section.

4. Include the following five major sections when submitting amanuscript 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. Insert continuous line numbers throughout the document.
8. Save the document and include in its filename the name of the first author and the text "manuscript 1". For example, "SMITH Manuscript1".

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

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completepostal 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 "somematerial 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 bemade, indicate "none."

6. Disclosures: list all potential personal or financial conflicts of interestfor 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 fileversion 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 informationwithin 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	☐ Background ☐ Method

	☐ Results	
	☐ Conclusions	
Review	250 words	Written in any style
Analysis	125 words	Written in any style
Commentary	125 words	Written in any style
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Letter to the editor	N/A	N/A

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

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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

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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.

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

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

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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.

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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 or title. If your manuscript discusses two or more products, adapt a numbering method to refer to each product (i.e., Meter 1, Meter 2).

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All figures and illustrations should contain clean and clear graphics, and must besubmitted electronically in their original format (e.g., png, jpeg, tif).

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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.)

JDST Policies

Please refrain from using the word "diabetic" in reference to people in the manuscript. Suggested alternative terms are "patients with diabetes" or "individuals with diabetes." The use of the word "diabetic" is allowed when not referencing people (such as "diabetic foot").

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On acceptance and publication

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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 contributor agreement form. Upon receipt of the release form, the letter will be prepared for publication and will be posted on JDST's OnlineFirst section.

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