

## Resident Request for Manuscript Submission or Publication Fee Funding Department of Medicine

### NOTES:

- There is a \$1,500 cap per resident\* during their entire residency for travel and/or publication/manuscript fees
- **Project faculty mentors must be approached and be unable to provide financial support for the expense.**

### Procedures:

Manuscript submission or publication fees
<p><b>1. Resident is seeking support for manuscript submission or publication fees.</b></p> <p>a) The following conditions must be met:</p> <ul style="list-style-type: none"> <li>• The journal impact factor should be <math>\geq 1</math></li> <li>• The journal should be in Medline &amp;/or PubMed</li> <li>• The faculty mentor must be unable to pay these submission/publication fees (as evidenced by an e-mail reply to the resident)</li> </ul> <p>b) The resident &amp; faculty mentor have done due diligence to assure the journal is not predatory.</p>
<p><b><u>Submission:</u></b></p> <ul style="list-style-type: none"> <li>• Submit the completed form to Dena Dowhaniuk</li> </ul>
<p><b><u>Approval</u></b></p> <ul style="list-style-type: none"> <li>• Dena will return a decision to the resident as quickly as possible and, if approved, will include instructions for reimbursement processing.</li> </ul>

### Manuscript and/or Publication Fee Funding Application

<b>Resident Name:</b>			
<b>Manuscript Title:</b>			
<b>Manuscript / Project Type</b>	<input type="checkbox"/> Original research / Investigation <input type="checkbox"/> Clinical vignette/case report <input type="checkbox"/> Systematic review / meta-analysis <input type="checkbox"/> Review article <input type="checkbox"/> Other: _____		
<b>Faculty Mentor (s):</b>			
<b>Mentor Division (s):</b>			
<b>Target Journal information</b>			
<b>Name</b>			
<b>Impact Factor (** source)</b>			
<b>Open access journal</b>		Yes	No
<b>If yes, is there an option for non-open access (e.g. no feeds)</b>		Yes	No

Did you satisfy the following parameters?			
1. The journal impact factor is $\geq 1$ ?		Yes	No
2. The journal is referenced in Medline &/or PubMed?		Yes	No
3. The faculty mentor has been approached and is unable to pay these submission/publication fees		Yes	No
4. The you and your faculty mentor have performed due diligence to assure the journal is not <i>predatory</i> (see instruction page)		Yes	No
5. List journals to which you have already submitted the manuscript			
a)			
b)			
c)			
d)			
e)			
Attach Journal web site fee breakdown)			
Cost Breakdown/Itemized Budget Items		Dollar Amount	
1.		\$	
2.		\$	
3.		\$	
4.		\$	
TOTAL AMOUNT REQUESTED (\$) =		\$	
	Faculty Mentor	Division Head	
Signatures			
Name			
Academic Rank			
Division			

\*The \$1,500 cap per resident is dependent on annual budget projections and subject to change.

**For Department Use Only:**

Funding approved  Date: \_\_\_\_\_ Funding Denied  Date: \_\_\_\_\_

**X**  
 Terri Hough, M.D., M.Sc.  
 Chair, Department of Medicine

## Appendix

### OHSU Internal Medicine Residency Publication Fee Request Process

In order to support the growth and dissemination of resident scholarly work, the Department of Medicine recognizes the need to support the publication of resident research. While the primary responsibility for supporting these publications rests with the mentor, the DOM has developed a process by which residents may request funds to support manuscript submission and publication fees when such support is not available. Due to a need to regulate the process, the following algorithm should guide residents and their faculty mentors on both the likelihood of receiving funding and the requirements.

In order to be considered for Department support for manuscript submission &/or publication fees the below should be satisfied;

1. The Journal should be indexed in PubMed (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) or Medline (NLM) referenced (<https://www.ncbi.nlm.nih.gov/nlmcatalog?term=currentlyindexed>)
  2. The Journal should have an Impact Factor of  $\geq 1$  One potential resource: <https://academic-accelerator.com/>
  3. Processing and publication fees to not exceed \$1000
    - a. **Note:** Journal selection and potential fees should be discussed with the faculty mentor(s) prior to submitting, as generally it is assumed that the faculty would pay for this activity if able.
- **Cautionary Note:** See commentary/advice below on how to avoid predatory journals

#### Comments (Predatory Journals)

Be wary of submitting (even letters of inquiry) to journals that practice predatory behavior. With the rapid growth of on-line open access journals that need to legitimately charge for publication and processing (~90% of case report journals are open access & only ~40% are listed in PubMed), it is important to be able to identify predatory, *pseudo-academic* journals. These journals can be challenging to identify but by answering **yes** to the below questions, you may be able to avoid such journals:

#### Questions to Ask to Avoid Predatory Journals

*Rison et al. Journal of Medical Case Reports (2017) 11:198; DOI 10.1186/s13256-017-1351-y*

1. Do you or your colleagues know the journal?
  - Have you read any articles in the journal before?
  - Is it easy to discover the latest papers in the journal?
2. Can you easily identify and contact the publisher?
  - Is the publisher name clearly displayed on the journal website?
  - Can you contact the publisher by telephone, email, and post?
3. Is the journal clear about the type of peer review it uses?
  - Does the journal site explain what these fees are or and when they will be charged?
4. Do you recognize the editorial board? (Ask your faculty mentor for guidance)
  - Have you heard of (any) the editorial board members?
  - Do members of the editorial board mention the journal on their own websites?
5. Is the publisher a member of a recognized industry initiative?
  - Do they belong to the Committee on Publication Ethics (COPE)?
  - If the journal is open access, is it listed in the Directory of Open Access Journals (DOAJ)? (<https://doaj.org/>)
  - If the journal is open access, does the publisher belong to the Open Access Scholarly Publishers Association (OASPA)? (<https://oaspa.org/membership/members/>)