



**SCHOOL OF MEDICINE**  
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# Submitting to *MedEdPORTAL*: Do it right the first time

IU School of Medicine Education Day

March 6, 2020

## About *MedEdPORTAL*

*MedEdPORTAL: The Journal of Teaching and Learning Resources* is:

- published by the Association of American Medical Colleges (AAMC)
- peer-reviewed
- open-access
- for medical education scholarship

Publications contain complete curricula ready to be implemented in the classroom: including objectives, instructor guides, slides, and assessments.

Despite submitting high quality learning modules, **medical educators receive rejections from the *MedEdPORTAL* 62% of time.** Reasons for rejection include insufficient educational context and assessment, mismatch of educational objectives and instructional content, and failure to build on existing curricula. **Of immediately rejected submissions, 90% also have copyright issues.**

*MedEdPORTAL* is a member of the Open Access Scholarly Publishers Association (OASPA) and therefore has strict requirements for copyright and licensing images in the education materials. These requirements can be difficult to navigate.

## Journal Scope

Consider the [scope of \*MedEdPORTAL\*](https://www.mededportal.org/about/journalinformation):

(<https://www.mededportal.org/about/journalinformation>)

“*MedEdPORTAL* invites educators to submit generalizable educational materials that have been implemented with target learners with the aim of helping to improve patient care. The learners must include training or practicing physicians or dentists (e.g., professional school, residency, faculty development, continuing professional development) and may include trainees or practitioners across the health professions.”

Curricula or sessions I have developed that fit within the scope:

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## Education Summary Report (ESR)

The ESR is the manuscript portion of your submission. Your teaching materials will be included as appendices. Sections of the ESR include introduction, methods, results, discussion, etc. A template is provided on the *MedEdPORTAL* [author information page](https://www.mededportal.org/authors/#Educational_Summary_Report). ([https://www.mededportal.org/authors/#Educational\\_Summary\\_Report](https://www.mededportal.org/authors/#Educational_Summary_Report))

### Some required elements

- Educational Objectives (SMART, evidence-based)
- Rationale for clinical topic and instructional method
- Evaluation strategy of objectives, include assessment tools and results
- Reflections on implementation (in discussion)
- Appendices with all key resources and materials required for implementation as a standalone educational activity
- Appropriate citations, attribution, and/or permissions for all third-party content

### Tips and Tricks

- Use first person, active voice, past tense
- Obtain IRB exemption for assessment
- Utilize the ESR template and follow instructions
- Perform literature search for introduction to support why your curriculum fulfills an unmet need

### Things you will consider for your project in order to write a good ESR

- Has this been done before?*
- What evaluation data do I have/should I collect?*
- Will another educator be able to implement this?*
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## Copyright and Image Use

Go to the [MedEdPORTAL submissions and image use](https://iupui.libguides.com/mededportal) Research Guide.  
(<https://iupui.libguides.com/mededportal>)

**Creative Commons** (<https://creativecommons.org/about/>) is a free licensing system that provides a simple, standardized way for creators to give the public permission to share, use, and cite their creative work. The last question of the *MedEdPORTAL* submission form requires you to choose a license for your submission.

10. Select a [Creative Commons Copyright Usage License](#) to be associated with your submission.

**Answer Required:**

**Attribution** - Others are free to share and adapt your work with proper attribution.

**Attribution - NonCommercial** - Others are free to share and adapt your work for noncommercial purposes with proper attribution.

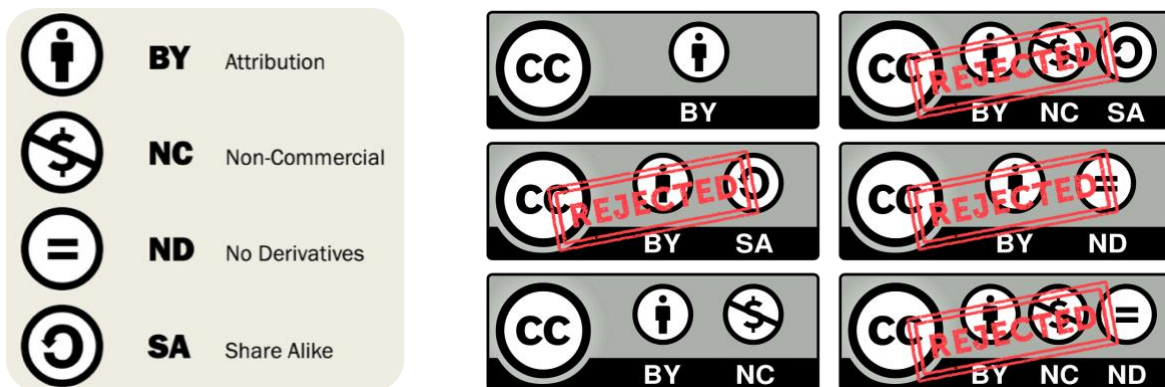
**Public Domain** - Others are free to use work without restriction.

**This is important to think through now** because any images in your materials with a Creative Commons license must match the option you choose. We recommend choosing "Attribution," which is Creative Commons-Attribution (CC-BY), as it is least restrictive for people who want to use and cite your work. CC-BY is considered best practice.

See **Appendix 1** for a decision tree of image use and citation suggestions. If you cannot find an appropriate image with the correct CC license, a text placeholder will suffice.

If you want to get permission to use a copyrighted image, you will need to submit a signed **third-party content permission form** from the owner (**Appendix 2**).

If you are using images you created, any identifying names, numbers, or images should be removed or blurred to protect patient privacy.



Creative Commons abbreviations and appropriate licenses for images in your submission.



## *MedEdPORTAL* Image Quiz: Will it pass screening?

This section has been removed for public posting. For a copy with the image quiz, please contact the authors.

The image quiz has six example images with potentially incorrect citations. The following page contains a key, explaining why an image does or does not pass screening.



## Collaboration

### Authorship and roles

Like many scholarly projects, coauthors can have specific roles on the team.

For example:

- Educator(s): develop curricula, create assessment, etc.
- Co-author(s): write, edit, help out where needed/desired
- Librarian
  - as co-author: help find and manage images and copyright permission forms, perform literature search, manage citations
  - as consultant: provides guidance on above topics, does not meet criteria for author

Discuss the author order before you begin. This is best practice to eliminate confusion when it is time to submit. If a librarian takes on a large role in the project, they should be listed as co-author.

### Increase accountability

Schedule recurring meetings with the team. They can be relatively short and virtual to lessen the burden. End each meeting with action items due at the next meeting.

Using a project management program can be helpful for managing tasks and reduce the diffusion of responsibility. This screenshot is from the program Airtable. Notice each task is assigned to a co-author with a due date.

The screenshot shows an Airtable interface for 'MedEdPortal Submissions'. The table is in 'Grid view' and has columns for Name, Person responsible, Due date, and Completion status. A filter is applied to show tasks related to a session named 'Colon cancer screening panel disc'. Three tasks are listed, each assigned to a team member with a specific due date.

	Name	Person responsible	Due date	Completion	Related to session
RELATED TO SESSION Colon cancer screening panel disc Count 3					
1	First draft colon cancer ESR	Christen Dilly	8/19/2019		Colon cancer screening par
2	Images rights for colon cancer ppt	Hannah Craven	8/19/2019		Colon cancer screening par
3	Trim up results for CRC	Christen Dilly	9/3/2019		Colon cancer screening par
+					

## Submission and Resubmission Process

There are several unique aspects to the *MedEdPORTAL* submission process.

### Third-party content permission forms

If you are using a copyrighted image in your work, you will need a completed and signed permission form from the copyright holder. See an example in **Appendix 2**. This will be submitted with your ESR and other appendices. You will need a separate completed form for every copyrighted image.

### Supporting and external material

If your curricula mention external material, such as required pre-reading, you must submit these materials in the “Not for Publication” section of the submission files. This helps the peer-reviewers have context for your work. Learn more on the author information page for [Supporting and External Material](https://mededportal.org/authors/#Original_Content).  
([https://mededportal.org/authors/#Original\\_Content](https://mededportal.org/authors/#Original_Content))

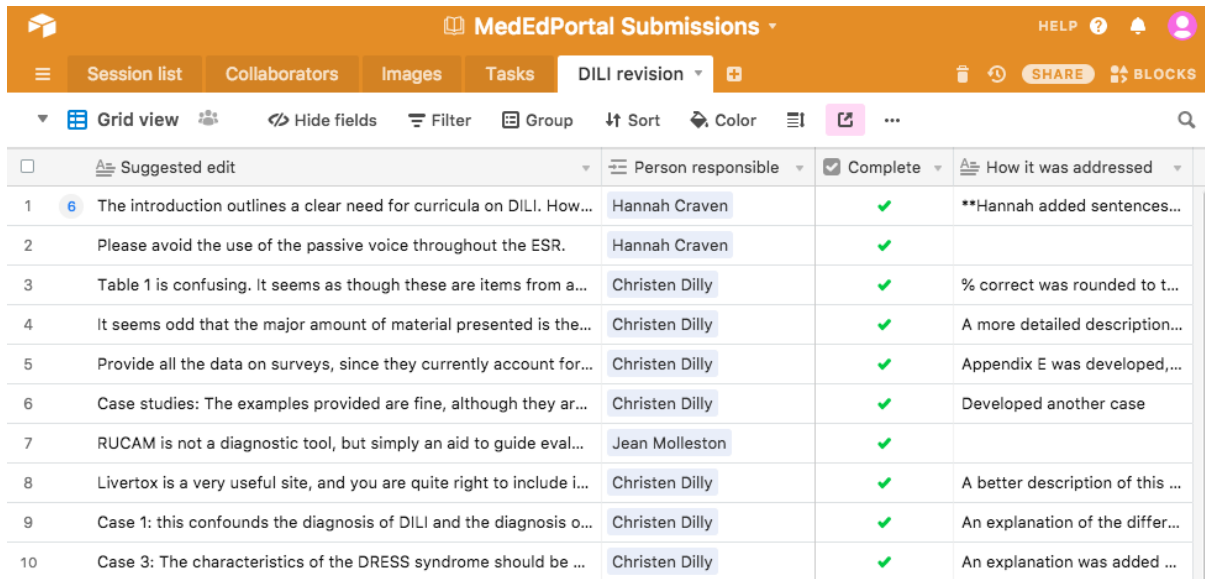
### Materials for adapting curricula

Your actual class materials that others will be able to adapt and use will be submitted as appendices. This can include slide decks, worksheets, discussion guidelines, etc.

### Resubmission

After peer-review, you will most likely be asked to revise your submission. You are given a table of the reviewers’ comments. You must return your revised work with a new table with your responses to all of the reviewers’ comments. Here you will state how the issue was addressed and the location of the edits.

If you are using a project management program, this can help keep the team organized and again, reduce the diffusion of responsibility by assigning co-authors to different tasks. This screenshot is from the program Airtable. Notice each task is assigned to a co-author with checkmarks in the “Complete” column.



	Suggested edit	Person responsible	Complete	How it was addressed
1	The introduction outlines a clear need for curricula on DILI. How...	Hannah Craven	✓	**Hannah added sentences...
2	Please avoid the use of the passive voice throughout the ESR.	Hannah Craven	✓	
3	Table 1 is confusing. It seems as though these are items from a...	Christen Dilly	✓	% correct was rounded to t...
4	It seems odd that the major amount of material presented is the...	Christen Dilly	✓	A more detailed description...
5	Provide all the data on surveys, since they currently account for...	Christen Dilly	✓	Appendix E was developed,...
6	Case studies: The examples provided are fine, although they ar...	Christen Dilly	✓	Developed another case
7	RUCAM is not a diagnostic tool, but simply an aid to guide eval...	Jean Mollleston	✓	
8	Livertox is a very useful site, and you are quite right to include i...	Christen Dilly	✓	A better description of this ...
9	Case 1: this confounds the diagnosis of DILI and the diagnosis o...	Christen Dilly	✓	An explanation of the differ...
10	Case 3: The characteristics of the DRESS syndrome should be ...	Christen Dilly	✓	An explanation was added ...

Good luck!




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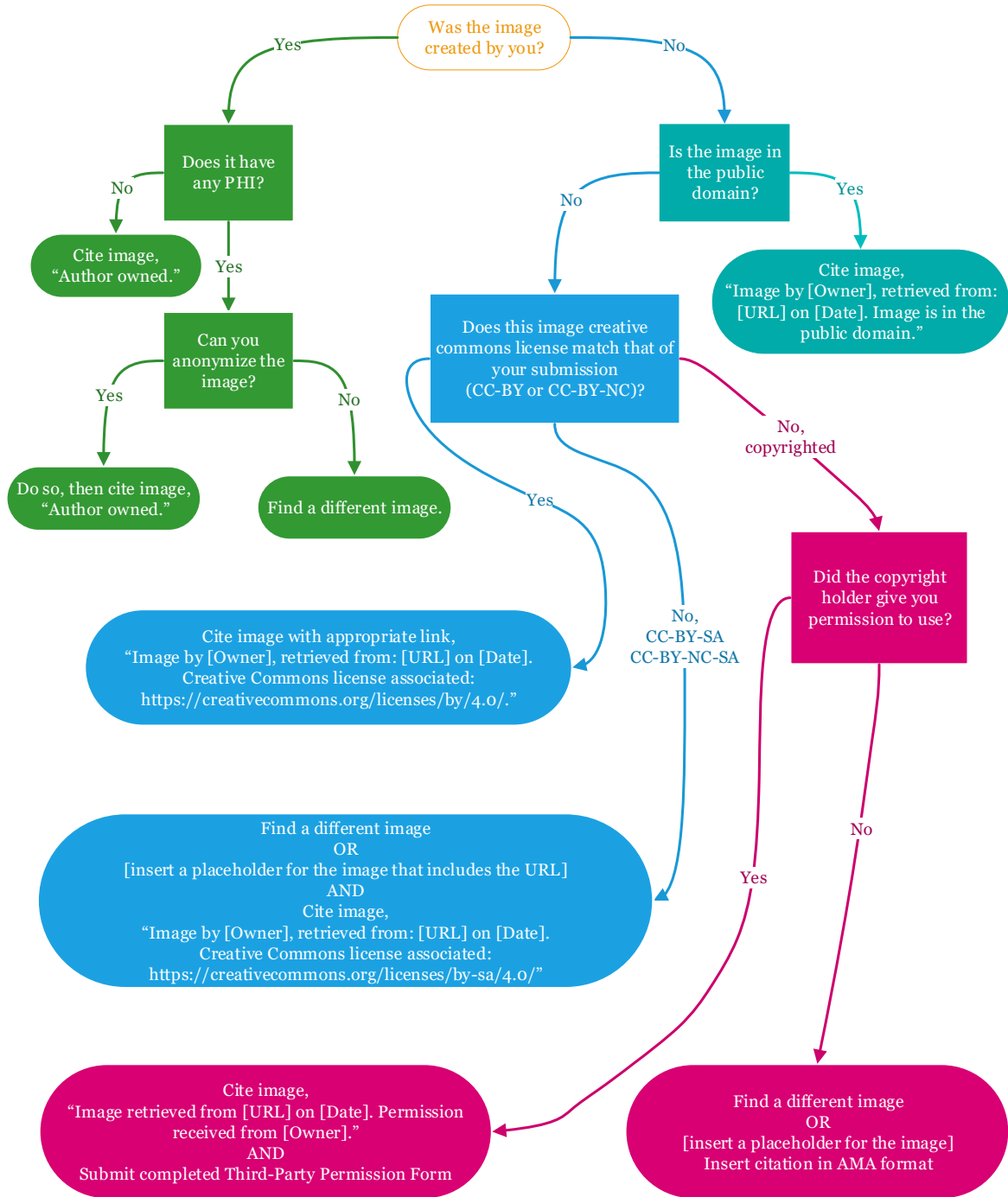
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(<http://creativecommons.org/licenses/by/4.0/>)

## Appendix 1

### Decision tree for image use and citation







## Appendix 2

Example of completed Third-Party Content Permission Form.

Download blank form from the [author information page](#).  
([https://mededportal.org/authors/#Original\\_Content](https://mededportal.org/authors/#Original_Content))

### *MedEdPORTAL* Third-Party Content Permission Form

To Whom It May Concern:

This letter is to obtain written permission to include your copyrighted material in a teaching resource I have created and submitted to MedEdPORTAL® ([www.mededportal.org](http://www.mededportal.org)), an open-access journal published by the Association of American Medical Colleges in partnership with the American Dental Education Association. MedEdPORTAL® was designed to promote education collaboration by facilitating the open exchange of peer-reviewed teaching resources such as tutorials, virtual patients, simulation cases, lab guides, videos podcasts, assessment tools, etc. While MedEdPORTAL's® primary audiences include health educators and learners around the globe, it is open and available for free to the general public. Users can access quality, peer-reviewed teaching material and assessment tools in both the basic and clinical sciences in medicine and oral health.

I request permission to include the following materials ("Materials") in my MedEdPORTAL® submission:

**Title of Work:** Peliosis hepatitis case images

**Specific Figure, Chart, Graph, etc.:** two images provided showing peliosis hepatitis

About my MedEdPORTAL® submission ("Submission"):

**Title of Submission:** Drug-induced liver injury module for medical students

**Brief Description of Submission:** Drug-induced liver injury slide deck

**Type of Resource:** image

**Associated Creative Commons License:** CC-BY-NC (Creative Commons Attribution-NonCommercial 4.0 International License)

To learn more about Creative Commons Licenses please visit <http://creativecommons.org/>

If you have any questions about my request, please feel free to contact me ("Author"):

**Name:** Hannah Craven

**Institution:** Indiana University School of Medicine

**E-mail:** [hancrave@iu.edu](mailto:hancrave@iu.edu)

**Telephone:** 317-274-7185

The Submission is intended to be published in MedEdPORTAL® where it will be globally distributed for free and in perpetuity under its associated Creative Commons License.

I, Jordan Sweusson, an authorized agent of the Materials, grant permission to the Author to reproduce, modify and distribute the Materials in connection with the Submission and under its associated Creative Commons License. This is a perpetual, world-wide, non-exclusive, royalty free grant.

5/13/19  
Signature Date

Indiana University  
Title Institution

Once approved, kindly return the signed letter to me via e-mail.

Sincerely,  
Hannah Craven