Manuscript Submission Checklist

The Journal of Hospital Ethics (JoHE) adheres to the editorial standards and authorship criteria recommended by the International Committee of Medical Journal Editors (ICMJE). We welcome submissions of completed manuscripts as well as abstract paper proposals by authors with academic or professional expertise in relevant fields. Authors of all material accepted for publication will be required to assign copyright to the publisher. Please limit manuscript submissions (whether intended as a feature or case analysis) to a range of 4000-6000 words, and abstract paper proposals to 250 words. All manuscripts should be anonymized for review, include an abstract of no more than 250 words (a specific abstract structure is intentionally not provided given the interdisciplinary nature of the journal's content). JoHE adheres to the American Medical Association Manual of Style (11th Edition). Please complete the checklist below when submitting a manuscript to the Journal of Hospital Ethics for review, whether unsolicited or invited. This checklist is provided as a courtesy from the World Association of Medical Editors (WAME) and the ICMJE. For complete information regarding JoHE's editorial policies and best practices, please visit: Journal of Hospital Ethics For more information about the checklist, please see WAME's explanatory document at: https://wame.org/manuscript-submission-checklist.

1. **Prior publication**. Has the manuscript been previously published (in this form or in another form with significant similarity or overlap)? There are situations where these may be acceptable; for example, most journals do not consider preprints or thesis/ dissertations as prior publications. (See ICMJE for discussion of overlapping publications.) Is the manuscript under consideration elsewhere? (See ICMJE for discussion of duplicate submission.) **Check/circle all that apply.**

¨ No

¨ Yes, previous publication: provide link, citation, and/ or other specifics

_____

¨ Yes, under consideration elsewhere: provide specifics

_____

2. **Funding/Sponsorship.** (See ICMJE for reporting recommendations.)

a. Did your research and/or authors have funding or sponsorship?

¨ No

¨ Yes: provide specific grant numbers, initials of authors who received each award, full names of commercial companies or others that funded the study or authors, initials of authors who received salary or other funding from commercial companies or others, and sponsors' website URLs:

_____

b. Did any funders or sponsors have a role in study design, data collection and analysis, decision to publish, or preparation of the manuscript?

¨ No

¨ Yes: specify below what role they had:

_____

c. The Funding section of the manuscript includes all of the information you provided above

¨ Yes

¨ No. Explain why not below:

_____

3. **Authorship.** All of the named authors meet the journal's criteria for authorship, and all individuals who meet the criteria for authorship are named as authors. (See WAME Authorship statement for more information.)

¨ Yes

¨ No. Explain below:

_____

4. **Use of artificial intelligence/large language models.** Was an artificial intelligence (AI)-based system used for any portion of the work? (See WAME and ICMJE recommendations.)

¨ No

¨ Yes: Complete the following information:

a. Which AI-based systems were used? _____

b. Which portions of the work included AI input? Indicate each and for what specifically AI was used, including use of AI for research; editorial work (writing, editing, translation), referencing, design (making tables, figures, graphs and photos); and search, classifying, analyzing, or doing bibliographic studies.

_____

c. Did authors review and revise the AI-generated outputs and text?

¨ No

¨ Yes: what changes were made to the outputs?

_____

d. Were all the statements and references compiled by the AI-based system independently verified for accuracy?

¨ Yes

¨ No

e. The following information is included in the manuscript:

¨ The abstract (if applicable) summarizes what portions included AI input

¨ For a research manuscript: the Methods describe the ways in which AI was used in the study, including:

- queries that were used and the specific date(s) on which the queries were asked

- the AI-system used to answer the questions

- the parts of the research and/or manuscript affected, including research components, text, Tables, Figures, appendix/supplement, etc.

- If AI was used in studies involving humans, how AI use was disclosed to participants and how privacy/anonymity was preserved

¨ For a non-research manuscript: the manuscript includes:

- queries that were used and the specific date(s) on which the queries were asked

- the AI-system used to answer the questions

- the parts of the manuscript affected, including text, Tables, Figures, appendix/supplement, etc.

¨ Yes

¨ No. Provide the information here or in an attachment:

_____

Authors of non-research manuscripts, go to the end of the form to complete Item 10.

Research Manuscripts

5. **Trial registration.** Has the study been registered in a clinical trial database listed in https://www.who.int/clinical-trials-registry-platform? (See ICMJE for requirements and rationale.)

¨ Yes: provide database and trial registration number_____

¨ No. Explain below:

_____

6. **Research Ethics.** (See also the Declaration of Helsinki and the ARRIVE [Animal Research: Reporting of In Vivo Experiments] guidelines.)

a. Has the research been approved by an independent local, regional, or national review body and/or animal ethics committee?

¨ Yes. Provide the name of the committee and the institution:

_____

¨ No. Explain why not: _____

b. Did human participants provide written or oral consent?

¨ Yes, written consent

¨ Yes, oral consent. Explain why consent was oral rather than
written: _____

¨ No consent was obtained. Explain why not:

_____

¨ Animal research only

7. **Study protocol** (See ICMJE [recommendations regarding protocol review](.)

a. Has the study protocol been posted or published?

¨ Yes: provide citation and link: _____

¨ No. Please provide the study protocol as an attachment.

b. Are differences between the protocol and the manuscript explained in the manuscript?

¨ Yes

¨ No. Explain the differences here or in an
attachment: _____

8. **Data access.** ([Required for clinical trials](by ICMJE; ICMJE also provides the specific information that
should be included in manuscripts.)

a. Will the authors provide to the journal any data and software code supporting the work that the
journal requests?

¨ Yes

¨ No. Explain why not:

_____

b. Are the data underlying the study available for access?

¨ Yes, data are publicly available: provide access information and URL

_____

¨ Yes, data are available on request: who will provide access on request and under what conditions?

_____

¨ No. Explain why not:

_____

9. **Research reporting.** Was a research reporting tool used (e.g., CONSORT from EQUATOR) during the study and/or drafting of the manuscript? (See recommendations from ICMJE.)

¨ Yes: specify the research reporting tool used and provide completed checklist with the submission

_____

¨ No

10. I, the corresponding author, attest that the information provided above is correct and complete.

Corresponding author signature:

_____