



Journal of Undergraduate McGill Physiology Students Governing Guidelines

I. Aims & Scope

The Journal of Undergraduate McGill Physiology Students (JUMPS) is an undergraduate scientific journal committed to showcasing research conducted by the undergraduate students of McGill's biomedical sciences community. JUMPS provides undergraduate researchers with the opportunity to share their scientific work with peers, faculty, and the broader public while gaining experience with the academic publication and peer-review process.

JUMPS accepts submissions from students across all of the biomedical sciences, with a particular interest in research related to physiology and physiological sciences. Submissions are reviewed by undergraduate editors. Publication is not guaranteed, and is determined based on submission quality and relevance to JUMPS scope. Recent graduates may also submit work, provided that the work was conducted during their undergraduate studies and within the two years prior to submission.

II. Editorial Policies

A. Authorship

1. All listed authors must have made a meaningful contribution to the submitted work.
2. All listed authors must be aware of the submission and provided signed consent to publication by JUMPS should the manuscript be accepted.
3. Authors are responsible for the accuracy, originality, and integrity of the work.

B. Selection process

1. All submissions will be evaluated based on the quality of the work without regard for reputation, academic standing, prior publication history, or personal relationships of the authors.
2. Each submission will receive review from members of the editorial team, but final authority regarding acceptance, rejection, or publication rests with the Editor(s)-in-Chief.
3. Once a submission is accepted for review, it will go through two rounds of editing before publication.

4. JUMPS reserves the right to refuse publication at any point in the review process prior to publication given that reasonable grounds for doing so exist and the author is notified of the decision and its basis.
5. Editors must disclose any and all personal, academic, or professional conflicts of interest that could interfere with unbiased review of submissions. Editor(s)-in-Chief will ensure editors are reassigned should any such conflict of interest arise.

C. Plagiarism

1. Pursuant to the McGill Code of Student Conduct and Disciplinary Procedures clause B.25, JUMPS will not tolerate plagiarism of any kind.
2. Authors are obligated to properly acknowledge and cite material, data, figures, ideas, and/or language drawn from outside sources.
3. If misconduct is identified:
 - a) Publication and/or review of the submission will be placed on hold;
 - b) Authors will be notified and given an opportunity to respond and/or rectify the issue (given that is a minor issue, eg. a forgotten citation);
 - c) The Editor(s)-in-Chief shall review the available information and may reject the submission, withdraw acceptance, and/or take other appropriate action.
4. Any instances of intentional or un-rectified plagiarism will be reported to the Physiology Department and the Office of the Dean of Students pursuant to the McGill Code of Student Conduct and Disciplinary Procedures.

D. Confidentiality

1. All submissions under consideration and/or review by JUMPS shall be treated as confidential.
2. Editors may not:
 - a) Distribute unpublished submissions outside of the editorial team without permission;
 - b) Use unpublished information obtained through the review process for personal, academic, or professional advantage; or
 - c) Disclose confidential internal editorial discussions or communications.

E. Appeals/complaints

1. Authors may request reconsideration of an editorial decision if they believe:
 - a) The editorial board misunderstood the manuscript;
 - b) An applicable editorial policy was not followed; or

- c) A conflict of interest or other procedural issue affected the decision.
2. An appeal must identify the specific basis for reconsideration.
3. Appeals shall be reviewed by the Editor(s)-in-Chief and the PULS Vice President of Academic Affairs. Any decisions following reconsideration are final.
4. Concerns regarding editor conduct, integrity, conflicts of interest, or journal practices may be submitted directly to the Editor(s)-in-Chief and/or the PULS Vice President of Academic Affairs.

III. Editorial Processes

A. Submission requirements/guidelines

1. Complete submission guidelines can be found on the JUMPS website, and will cover eligibility, formatting, citation expectations, figure/table outlines, and conventions to be followed.
2. Authors are responsible for ensuring that submissions are complete works and comply with JUMPS guidelines.
3. Minor formatting deficiencies and grammatical issues should not serve as basis for rejection when the deficiencies can be reasonably corrected during editing.

B. Eligible Submissions

1. Submissions must:
 - a) Fall within the scientific scope of JUMPS;
 - b) Comply with academic and integrity standards;
 - c) Satisfy authorship requirements established above; and
 - d) Be suitable for publication in a student scientific journal.
2. JUMPS may consider original research, reviews, research analyses, letters to the editor, alumni profiles, or other forms of scholarly articles if approved by the Editor(s)-in-Chief.
3. Eligibility rules shall be applied consistently to all authors during a given publication cycle.

C. Selection and Editing Rounds

1. Editorial processes should ordinarily adhere to the following stages:
 - a) Initial screening for basic eligibility, scope, completeness, academic integrity, and compliance with submission guidelines.
 - b) Editors and/or Editor(s)-in-chief shall determine if submissions will be accepted for review.
 - c) If accepted for review, there will be two rounds of substantive editorial review, in which editors will provide authors with edits and a deadline for the proposed revisions. Revisions can span areas including, but not limited to:

- (1) Organization;
 - (2) Phrasing or scientific explanation;
 - (3) Interpretation;
 - (4) Presentation of results;
 - (5) Formatting of figures and tables; and
 - (6) Accessibility to JUMPS readership.
- d) Once finalized, submissions will be copy-edited to follow journal formatting and layout.
- e) Submissions will then be published in the corresponding edition/issue of JUMPS.
2. Editors will aim to improve manuscripts in a collaborative manner while preserving the author's substantive ideas and voice.

IV. Content Rights

A. Author Rights

1. Authors will not be charged fees to submit or publish their work, and readers will not be charged fees to access published work.
2. Authors retain all rights to their individual work.
3. Publication in JUMPS does not transfer ownership of an author's work to the journal.
4. Authors may identify their work as having been published in JUMPS and may subsequently use or distribute their own work consistent with any applicable agreements or third-party rights.

B. Journal Reproduction and Use

1. Unauthorized reproduction of the JUMPS journal as a complete publication, including its branding, cover artwork, or other journal-owned materials, is strictly prohibited except where explicit permission has been granted by the Editor(s)-in-Chief.
2. Third-party use of individual articles must comply with copyright and the rights retained by their authors.
3. Nothing in this clause shall be applied to the rights retained by individual authors and their respective works.

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