**First A. Author; Second B. Author; and Third C. Author (Times New Roman size 10)**

List the name(s) of all authors, including graduate degrees. Please list no more than twelve authors. Provide authors affiliation including department, institution, city, and state. Include country for any authors outside of the United States. Note who will be the corresponding author with an “\*” and include additional information in footnote below.

[[1]](#footnote-1)

**TITLE (Times New Roman size 12)**

All words in the title should be capitalized.

**Guidelines for using this Educational Summary Report: Delete this section from your submission**

Authors are required to use this template for submission to *The Cutting Edge of Surgical Education*. Submissions should include a completed template as outlined below AND the surgical education resource or tool. The following sections of this template are required for submission:

* Abstract (250 words)
* Background
* Description
* Resource Utilization Guidelines
* Significance
* References

The four sections above (excluding the Abstract and References) should be no longer than 1500 words. Additional guidance for formatting is provided at the end of this document. Times New Roman should be used and font size 11. Headings should remain in bold and as outlined below.

*Abstract*

*The abstract should not exceed 250 words and should be in Times New Roman font size 11 italicized. It should include a summary of the following:*

* *Background:*
* *Description:*
* *Significance:*
* *Key Words: Include key words or phrases in alphabetical order, separated by commas.*

# **Background**

T

his section should provide a background supporting the development and or implementation of the surgical education resource. Results of a literature review should be incorporated here. Content for this section will vary depending on the educational resource being presented and may include any of the following:

## Goal – Why was developing or implementing this resource important to surgical education?

## Statement of the Problem – What led to the development or implementation of the resource.

## Gap Analysis – What was missing or insufficient in surgical education that highlighted the need for this resource or tool?

##  Needs Assessment – The process used and data gathered that informed the development of the resource.

## Methods – Describe how the educational resource was developed.

# **Description**

This section should describe the Resource or Tool being presented. Remember that the actual resource is included so there is no need to describe in detail what accompanies this Educational Summary Report. Content for this section may include any of the following:

## **What** is the tool or resource?

## **When** might it be useful to use this tool or resource?

## **What** purpose does the resource or tool serve?

## **Outcomes** of previous use of the resource or tool?

# **Resource Utilization Instructions**

Consider this section an “Instruction Manual.” Authors should describe how best to use the resource or tool and any recommendations for successful implementation. Describe in detail how the resource can and or should be used to enhance surgical education. Use numbered steps or a bulleted list, if that would be the most clear and organized way to guide a reader (surgical educator) for benefiting from the resource or tool published.

# **Significance**

Use this section to reiterate the benefit of this resource to surgical education. Describe how it might improve teaching, learning, and/or patient care.

Also include here what might follow from adoption of this tool or resource. What additional research should be done to determine its impact? How could it be improved? What should be next to continue enhancing the quality and outcomes of surgical education?

# **References**

* Please defer to AMA style with regards to references, and please abbreviate journal titles according to PubMed style.
* References are listed numerically in the order they are cited in the text. Two references should not be combined under a single reference number.
* Use the author's surname followed by initials without periods or spaces. The names of all authors should be given unless there are more than 6, in which case the names of the first 3 authors are used, followed by “et al.” Do not use and between names.
* References to material not yet accepted for publication or to personal communications (oral, written, and electronic) are not acceptable and instead should be included parenthetically in the text.
* Abbreviate and italicize names of journals. Use initial capital letters. Abbreviate according to the listing in the PubMed Journals database. For information on how journal title abbreviations are constructed, see https://www-ncbi-nlm-nih-gov.proxy.cc.uic.edu/books/NBK7282/box/A33351/?report=objectonly
* In article titles, capitalize only the first letter of the first word, proper names, and abbreviations that are ordinarily capitalized in the reference.

In-text Citations

While in-text citations are not required, if they are incorporated, please use Arabic superscript numerals outside periods and commas, inside colons and semicolons. When more than 2 references are cited at a given place in the manuscript, use hyphens to join the first and last numbers of a closed series; use commas without spaces to separate other parts of a multiple citation.

 According to these presented data,1,3–8,19

 The data indicated the following results3,4:

Journals

When the DOI is provided, it is preferable to cite it instead of the URL. The DOI is provided immediately after “doi:” with no spaces. If there is no DOI, include the URL and accessed date for articles accessed electronically.

*Electronic journal articles*

Author(s). Title. *Journal Name*. Year;vol(issue #):inclusive pages. DOI.

*Print journal articles*

Author(s). Title. *Journal Name*. Year;vol(issue #):inclusive pages.

*Examples*:

Heelis M. Investigating disease outbreaks under a protocol to the biological and toxin weapons convention. *Emerg Infect Dis*. 2000;6(6):595-600. Accessed October 26, 2010. http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm.

Lissarassa YPS, Vincensi CF, Costa-Beber LC, et al. Chronic heat treatment positively impacts metabolic profile of ovariectomized rats: association with heat shock response pathways. *Cell Stress Chaperones*. 2020;25(3):467-479. doi: 10.1007/s12192-020-01087-z.

Books

The following book details should be provided:

Author(s) (whole book or chapter), Chapter title, Editors (if second or above) and translators, *Book title with subtitle*, Volume number and title (when there is more than 1), Publisher name, Copyright year, page numbers.

*Print books*

Author(s). *Book Title*. Volume # and title. Edition #. Publisher name; copyright year.

*Example:*

Walker J, Pollard, J, Murray E. *Methods in Molecular Biology*. Volume 2. Humana Press; 1984.

E-books

Author(s). *Book Title*. Volume # and title. Edition #. Publisher name; copyright year. Accessed date.URL.

*Example:*

Modell AH. *Imagination and the Meaningful Brain*. MIT Press; 2003. Accessed October 31, 2010. http://site.ebrary.com/lib/uic/docDetail.action?docID=10173553.

Book Chapters

Author(s). Chapter title. In: Editor(s). *Book Title*. Edition number. Publisher name; copyright year:inclusive pages.

*Example:*

Sisk JE. Cardiac catheterization. In: Krapp K, ed. *The Gale Encyclopedia of Nursing & Allied Health*. Gale Group; 2002:407-412.

Website

Author(s) (or, if no author is available, the name of the group responsible for the site). Title of the specific item (or, if no title is available, the name of the organization responsible for the site). Name of the Web site. Date published. Date updated. Date Accessed. URL.

*Example*:

U.S. National Library of Medicine. Back Pain. MedlinePlus. n.d. Updated April 30, 2020. Accessed May 14, 2020. https://medlineplus.gov/backpain.html

**Formatting Guidelines:**

**Delete this section from your submission**

1. Images: To insert images in *Word,* position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “float over text” unchecked).
2. File Formats For Graphics: Format and save your graphics using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (.EPS), Tagged Image File Format (.TIFF), Portable Document Format (.PDF), or Portable Network Graphics (.PNG) sizes them, and adjusts the resolution settings. If you created your source files in one of the following programs you will be able to submit the graphics without converting to a PS, EPS, TIFF, PDF, or PNG file: Microsoft Word, Microsoft PowerPoint, or Microsoft Excel. Though it is not required, it is recommended that these files be saved in PDF format rather than DOC, XLS, or PPT. Doing so will protect your figures from common font and arrow stroke issues that occur when working on the files across multiple platforms.

1. Abbreviations and Acronyms: Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, “IEEE” in the title of this article).
2. Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”
3. Use a zero before decimal points: “0.25,” not “.25.” Use “cm3,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm2.” The abbreviation for “seconds” is “s,” not “sec.” Use “Wb/m2” or “webers per square meter,” not “webers/m2.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”
4. A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”
5. If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to carefully proofread your paper.
6. Common Mistakes: The word “data” is plural, not singular. The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.” Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).
7. Acknowledgment: The preferred spelling of the word “acknowledgment” in American English is without an “e” after the “g.” Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank ... .” Instead, write “F. A. Author thanks ... .” In most cases, sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page, not here.
8. References: References need not be cited in text. When they are, number citations on the line, in square brackets inside the punctuation. Multiple references are each numbered with separate brackets. When citing a section in a book, please give the relevant page numbers. In text, refer simply to the reference number. Do not use “Ref.” or “reference” except at the beginning of a sentence: “Reference [3] shows ... .” Please do not use automatic endnotes in *Word*, rather, type the reference list at the end of the Template using the “References” style.

Reference numbers are set flush left and form a column of their own, hanging out beyond the body of the reference. The reference numbers are on the line, enclosed in square brackets. In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. For an article with 3 or more authors, state “A. Author et al.”. Use commas around Jr., Sr., and III in names. Abbreviate conference titles. Do not combine references. There must be only one reference with each number. If there is a URL included with the print reference, it can be included at the end of the reference. Other than books, capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation See the end of this document for formats and examples of common references.

1. This paragraph of the first footnote will contain the date on which you submitted your paper for review. It will also Disclosure information and any financial support. For example, “The authors have nothing to disclose.” and “This work was supported in part by the U.S. National Science Foundation under Grant BS123456”.

This next paragraph should contain the authors’ current affiliations. Include detailed surface address, e-mail address and phone number only for the corresponding author. For example: (\*correspondence author address: ; e-mail: ; phone: .). Any acknowledgements should be included here. [↑](#footnote-ref-1)