



Qapsule Article Writing Guide: Qapture - Ethics, Law, Policy

Purpose

- Articles should provide insights into significant social, political, or economic issues related to health sciences.
- Emphasis on giving a voice to scientists, civilians, or communities impacted by these issues.
- Choose topics that are current and influential, affecting the scientific community both within and beyond Queen's University.
- Incorporate scientific works from individuals or groups relevant to the topic, such as using articles by minority authors when discussing discrimination in healthcare.
- Acknowledge the sensitivity of potential topics.

Can I submit my thesis paper?

- Thesis paper are acceptable for submission if modified to satisfy the content and word count requirements outlined in this document.

Can I submit my course work?

- Yes, you can submit your coursework. Queens students have rights to their own intellectual property, meaning the work you create is yours to submit.
- Please adapt the work to meet specific Qapsule submission requirements such as word count limits, AMA referencing and formatting etc.
- *Modification for Anonymity*: Alter the coursework so it is not recognizable as a course assignment by other students.
- Remove references from course modules/content, with an option to replace them with high-quality external sources conveying similar information.
- Develop a title that is interesting, unique, and distinct from typical course assignment titles.

Audience

- The intended readers of a t article are primarily the general student body.
- It's crucial to ensure that the article is written in a way that is clear, coherent, and easily comprehensible to individuals who may not have any prior exposure to the specific field or research being discussed.

Peer-review process

- When submitting, please include the contact details of 2-3 individuals with expertise in the relevant field who could potentially assess your article. These expert reviewers should hold senior positions as graduate students, postdoctoral fellows, or professors.
- The reviewer may not be required to have an affiliation with Queen's University, and it's not obligatory for the author to have prior professional interactions or familiarity with the reviewer.



Word Limit

- 1,500 to 2,000 words
- Word limit does not include abstract, figure captions, references, and acknowledgements

What to Include in a Qapture Article:

Title of the Article

- 100 character limit
- Please create an engaging and brief title for your submission. Avoid incorporating numbers, abbreviations, or acronyms in the titles.

Author's Academic Program

- Below the author's name(s), specify their academic program, including any specialization, and graduation class.

For example

John Smith

Honours Cell Biology, Class of 2025

Abstract

- The abstract should not exceed 200 words.
- Begin with a brief overview of the main topics and arguments presented in the article.
- Include a short description of the central theme of discussion, its evolution, and key developments.
- Highlight the different viewpoints or perspectives addressed regarding the topic.
- Mention any solutions, recommendations, or future directions suggested in the article.
- Conclude by outlining the potential implications or significance of the discussion for the fields of ethics, law, and policy.

Introduction

- Provide a comprehensive overview of the topics, including their historical context.
- Explain why the topic is significant and relevant in today's context.
- Briefly mention the key factors, conflicting opinions, possible solutions, and aspects that will be discussed in detail.

Evaluation of Sources

- *In-depth Analysis:* Offer a thorough discussion of various factors, perspectives, and relevant statistics related to the topic.
- *Scientific Narrative Approach:* Maintain a neutral, evidence-based perspective, avoiding political or personal opinions.
- *Evidence-Based Support:* Utilize peer-reviewed literature to substantiate each point made.
- *Inclusion of Quotes and Studies:* Incorporate relevant quotations and detailed descriptions of studies to strengthen the narrative.



- *Respectful and Inclusive Language*: Address different demographics with dignity and respect, prioritizing primary sources from the communities discussed.
- *Solution-Oriented Discussion*: When addressing issues, provide evidence-based solutions that are in use or recommended for the future.

Discussion (optional)

- Interpret and explain the findings.
- Discuss the overall significance and implications for the field.
- Consider incorporating graphics, or diagrams in this section.

Conclusion

- Conclude with a summary of the information sources used and their contributions.
- Suggest areas for further research and provide applicable recommendations, if any.
- Discuss the overall importance and impact of the explored topic on ethics, law, and policy.

Acknowledgements (optional)

- Express gratitude to individuals or organizations not listed as authors but who contributed to the manuscript.

In-Text Citations (AMA Style)

- Use numerical superscript endnotes for in-text citations.
- Endnotes refer to a numbered reference list at the article's end.
- References are numbered sequentially as they appear in the text, figures, and tables.
- Each reference corresponds to one number.
- Place superscript numbers after punctuation (e.g., periods, commas).

Reference List

- List references numerically in the order used in-text.
- Include additional resources not cited in-text.
- Use only peer-reviewed journal articles as references.
- Emphasize primary research articles over reviews.

Figures and Tables:

- Include relevant images, tables, or graphs.
- Refer to them in the text using "see Figure X."
- Label figures with a number, title, and caption.
- Maximum of four figures
- If adapted from another source, reference using AMA Citation style.
- Note that figures may be re-composed for copyright reasons.

Figure and Table Captions:

- Captions provide brief descriptions of labeled components.
- Follow AMA style for in-text citations within captions.
- Place figure captions below figures and table captions above tables.

- Tables have their own numbering sequence (e.g., "TABLE 1" instead of "FIGURE 1").

FIGURE 1: Image of Amyloid Plaques in Alzheimer's Disease. Amyloid plaques are abnormal protein deposits found in the brains of individuals with Alzheimer's disease. These plaques are associated with the progression of cognitive decline and memory loss in affected patients.¹

Standard Qapsule formatting protocol

It is expected that you ensure that your manuscript meets these requirements prior to submission to be considered.

Text Style

- Page number, starting at 1 on the title page, in upper right-hand corner.
- Text is double-spaced.
- Body text: Size 12.
- Headings: Size 15 **BOLD**
- Subheadings: Size 14 **BOLD**
- 12-point Times New Roman or other serif type font.
- 1" margins and ½" paragraph indentations.
- Encourage using section headings for organization and flow, with bolded and concise headings.
- Include your name, program, date, and title in the header on each page.

Language and Spelling

- Write all articles in English with Canadian spelling.
- Acronyms and Abbreviations:
- Define acronyms and abbreviations in brackets the first time they appear.
- Use defined acronyms and abbreviations for subsequent occurrences.

Scientific Conventions

- Follow appropriate scientific conventions in your field.
- For example, italicize names of bacteria, and use a black background for protein structure figures with proper reference to a Protein Data Bank (PDB) ID number.

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Units

- Use the metric unit system.
- Leave a space before units (e.g., "45 mm, 30 m/s," not "30m/s").

Numbers



- Write numbers below 10 as words (e.g., "five").
- Write numbers 10 and above numerically (e.g., "25").

Quotations

- Use double quotation marks (" ") for in-text quotations.
- Properly reference quotations.