

McGill Science Undergraduate Research Journal

Constitution



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1. Names

1.1. The club's official name is the "McGill Science Undergraduate Research Journal" and may be referred to as "MSURJ".

1.2. This constitution may also be referred to as *The Constitution*, the *MSURJ Constitution*, the *Constitution of the McGill Science Undergraduate Research Journal*, or the *Constitution of MSURJ*.

2. Mandate

2.1. The club's mandate is to be a student-run initiative to promote and support undergraduate research, including an annual open-access journal publication showcasing undergraduate research (*MSURJ*), a popular science and science journalism blog called *The Abstract*, and events.

3. Membership

3.1. The club's membership is open by application to all undergraduate and graduate students.

3.1.1. At least seventy percent of the Editorial Board must be undergraduate students.

3.1.2. At least one half of the Editors-in-Chief must be undergraduate students of McGill University.

3.1.3. Where not explicitly specified, no protection of membership eligibility provided in this Constitution shall imply exclusivity to the named group.

3.1.4. Where inter-organisational agreements may impose more restrictive requirements for the composition of the organisation's members, a constitutional amendment must first be approved according to article 11.1 of *The Constitution*.

3.1.5. Unless otherwise agreed upon unanimously by the Editors-in-Chief and by a proportion of the Editorial Board above one member less than half, no changes in membership rules may apply retroactively to a member currently in good status with the organisation. Specifically, new rules may not terminate the membership of an existing member.

3.1.6. Where membership rules change to exclude a current member, attempts should always be made to allow affected members to remain in the organisation even if in a different role.

3.1.7. All Editors-in-Chief must be residents of the Montreal Metropolitan Community.

3.2 An Advisory Board shall advise the Editorial Board in journal operations and/or other organisational activities.

3.2.1. At least two advisors must hold doctoral degrees.

3.2.2. At least two of the following roles must be occupied by members of the advisory board.

3.2.2.1. McGill graduate student,

3.2.2.2. Former MSURJ editor,

3.2.2.3. Member of the McGill Office of Science Education,

3.2.2.4. Someone affiliated with a university other than McGill University, and/or

3.2.2.5. Someone affiliated with an institution engaged in science and outside of Canada.

3.3. The entire text of this *MSURJ Constitution* is not only to be made available but also highlighted to potential recruits and returning members before they accept a position with MSURJ.

3.3.1. Potential recruits and returning members should be clearly offered the ability to reject the terms of this *MSURJ Constitution* by not accepting their offer of joining MSURJ in whatever capacity it be.

3.3.1.1. For clarity, this ability to accept these terms by joining MSURJ or to reject these terms by declining offers of joining shall be made clear separately and more prominently than by simply sharing the entire text of *The Constitution*.

3.3.2. A method of accessing the text of this *MSURJ Constitution* must be available on the application package for new recruits.

4. Executive Positions and Associated Responsibilities

4.1. The executive team shall be an Editorial Board, including Editor(s)-in-Chief, Managing Editors, Senior Editors, and Junior Editors.

4.2. There shall be no less than six leadership positions, held by at least six unique members at any one time, all with at least one year of experience on the Editorial Board, who will fulfill the following positions:

4.2.1. Editor(s)-in-Chief will

4.2.1.1. Oversee and direct having final authority the organisation in all its proceedings and be familiar with the tasks of other executives, as well as aid them in fulfilling their responsibilities,

4.2.1.2. Act as secretary to MSURJ Board meetings, drafting points of discussion and ensuring attendance,

4.2.1.3. Update and organize all documents, templates, and other resources on the MSURJ Google Drive and msurj.sus@mail.mcgill.ca inbox or any other tool,

4.2.1.4. Create timelines and guidelines for, and ensure proper task delegation in, all steps of journal production, including article solicitation, editing, peer-review, layout design, and printing,

4.2.1.5. Final proof all articles, together with layout editor, cover designer, and publisher,

4.2.1.6. Correspond, together with Managing Editor, Head of Logistics, with the printing company,

4.2.1.7. Ensure sufficient training is offered to organisation members (e.g. OJS training),

4.2.1.8. Oversee the organization of the journal launch event,

4.2.1.9. Recruit new and qualified editors for the Editorial Board,

4.2.1.10. Ensure proper turnover and continuity of the organisation's operations,

4.2.1.11. Oversee all initiatives of the organisation, and encourage new ideas for initiatives,

4.2.1.12. Liaise with the Advisory Board.

4.2.2. Managing Editor, Head of Logistics will

4.2.2.1. Manage the finances related to journal and all organisational operations,

4.2.2.1.1. Retain logistical responsibility for operations of other portfolios,

4.2.2.2. Draft and maintain a budget for the upcoming school year, ensuring adaptation to real financial circumstances,

4.2.2.2.1. Maintain a record of actual expenditures by or on behalf of MSURJ,

4.2.2.3. Raise sufficient funds from McGill faculties, departments, student groups, and any other appropriate source in order for MSURJ to complete all operations,

4.2.2.4. Ensure thoroughness, transparency, and accountability in book-keeping,

4.2.2.5. Ensure access to resources by segments of the organisation, as appropriate, to ensure efficient and successful operations,

4.2.2.6. Manage other logistical issues including the flow of goods,

4.2.2.7. Record meeting notes for points of discussion brought up but not originally included in the meeting agenda,

4.2.2.8. Organise all Board meetings, including the time and location, and provide such assistance, if requested, for any other meeting undertaken by a group within MSURJ,

4.2.2.9. Where not otherwise delegated by the Editors-in-Chief, oversee services provided by MSURJ, including the CV editing service.

4.2.2.10. Plan several internal (editors- or members-only) and external (for the general public) events throughout the year,

4.2.2.10.1. Providing the creative foundation of events,

4.2.2.10.2. Noting that all events shall be expressly approved by the Editors-in-Chief,

4.2.2.11. Plan the annual journal launch,

4.2.2.12. Work closely with the Managing Editor, Head of Outreach to promote events as needed.

4.2.3. Managing Editor, Head of Outreach will

4.2.3.1. Manage the publicity of the journal, including advertising editor applications, article submissions, and workshops,

4.2.3.2. Manage MSURJ's social media outlets, including Facebook, Instagram, Twitter, and Reddit,

4.2.3.3. Coordinate with the Editorial Board (especially Managing Editor, Head of Technology) to design and send out class slides, newsletter blurbs, Instagram, and Facebook posts as appropriate,

4.2.3.4. Apply for awards relevant to MSURJ,

4.2.3.5. Investigate the possibility of external organisational collaborations with MSURJ.

4.2.4. Managing Editor, Head of Technology will

4.2.4.1. Manage msurj.com and msurjonline.mcgill.ca, keeping it up-to-date with new content and monitoring feedback from visitors,

4.2.4.2. Correspond with cover designer and graphic designer(s) for cover images, logos, etc.,

4.2.4.3. Direct the design of the final manuscript and issue layout,

4.2.4.4. Manage MSURJ's presence on the Open Journal Systems (OJS)-powered website and publication platform msurjonline.mcgill.ca and be available to attend OJS-related workshops,

4.2.4.5. Explore and maintain MSURJ indexing with CrossRef, DOAJ, and other external databases and indexing and abstracting services.

4.2.5. Managing Editor(s), Head(s) of Journalism will

4.2.5.1. Manage MSURJ's official blog *The Abstract* by ensuring a supply of high-quality blog posts from Contributing Writers, the Editorial Board, and other students,

4.2.5.2. Oversee blog post research, writing, editing, and posting by managing Journalism Editors and Contributing Writers,

4.2.5.3. Explore additional avenues for engagement with *The Abstract*, including multimedia and social media presence (in collaboration with Managing Editor, Head of Outreach).

4.3. There shall be no less than two other executive positions, held by five unique members at any one time, who will fulfill the following positions:

4.3.1. Senior Editor will

4.3.1.1. Assist the Editorial Board with their tasks,

4.3.1.2. Join portfolio subcommittees under the guidance of their respective Managing Editor,

4.3.1.3. Take initiative to aid MSURJ's mission,

4.3.1.4. Be a returning editor with at least one year of experience on the Editorial Board.

4.3.2. Junior Editor will

4.3.2.1. Be responsible for the same tasks as Senior Editor described in articles 4.3.1.1-4.3.1.3.

4.4. All members of the Editorial Board also must fulfill responsibilities to the journal publication, including,

4.4.1. Editing at least one manuscript as a corresponding editor, including communication with the corresponding author and peer reviewers,

4.4.2. Editing at least one manuscript as a supporting editor, assisting the corresponding editor of the respective article,

4.4.3. Editing other manuscripts to a reasonable workload as appropriate to meet the annual publication obligations.

4.5. All Managing Editors shall submit an annual report detailing the responsibilities of the position, useful resources and contacts, issues, changes made, and suggestions for improvement from the previous year.

4.6. All outgoing Editors-in-Chief shall submit an exit report detailing the same information as required in article 4.5.

4.7. All Managing Editors shall provide counsel where appropriate within the Editorial Board regarding editorial matters, second to the Editors-in-Chief.

4.8. Other responsibilities for any editor may be included up to a reasonable workload for the purpose of maintaining or improving MSURJ.

5. Non-Executive Positions and Associated Responsibilities

5.1. There shall be at least one Non-Executive position, including Abstract Contributing Writer.

5.2. Under direct leadership of Managing Editor, Head of Journalism, the following Non-Executive position(s), held by at least five unique members at any one time, will be filled:

5.2.1. *The Abstract* Contributing Writer will

5.2.1.1. Write at least one blog post related to science for *The Abstract* every semester,

5.2.1.2. Pitch ideas for blog posts and multimedia for *The Abstract*,

5.2.1.3. Work closely with members of the Journalism portfolio to polish blog posts.

5.3. Other responsibilities for any member may be included up to a reasonable workload and level of responsibility for the purpose of maintaining or improving MSURJ.

5.4. The advisors and Editors-in-Chief must meet at least twice a year to discuss progress and/or plans.

5.5. Additional roles of advisors are to be determined at any time by the Editors-in-Chief, but communicated to and agreed upon by existing advisors.

6. Meetings and Voting

6.1. The Editorial Board will meet at least every other week, during which any updates, concerns, and especially changes may be brought up.

6.2. All executives are required to attend all Board Meetings, their portfolio meetings, and other meetings they may have been assigned. Quorum shall be set at the lesser of 50% of the Editorial Board or two-thirds of eligible members, unless otherwise specifically prescribed.

6.2.1. In matters requiring a vote and where not otherwise dictated, the voting body will not include abstentions, but abstaining members contribute to reaching quorum.

6.2.2. Where quorum cannot be achieved in two months of the Regular Term described in article 9.1 including at least three regularly scheduled meetings, quorum can be reached from all attending members.

6.3. Meetings with Non-Executives should occur at least once a month, as determined by the respective Managing Editor.

6.4 For all meetings described under articles 11, 13, and 14 herein, closure is imposed at one hour of discussion unless the discussion is decided to continue in a future meeting by a two-thirds majority vote of the board.

7. Appointing Executive Members

7.1. Interested candidates for the position of Junior Editor will be interviewed by no less than two members of the current Editorial Board, including at least one Editor-in-Chief unless conflicts of interest exist.

7.1.1. A successful candidate will be declared after thorough review of their application by the entire current executive team, with the ultimate decision resting on unanimous vote of the Editors-in-Chief.

7.2. Successful candidates for the position of Editor-in-Chief for the following year will be determined by unanimous vote of the current Editors-in-Chief.

7.3. Successful candidates for the positions of Senior Editor and Managing Editor will be determined by unanimous vote of the Editors-in-Chief for the upcoming year for which applications are tendered.

8. Appointing Non-Executive Members

8.1. Advisors shall be appointed by unanimous consent of the Editors-in-Chief.

8.2 Interested candidates for the position of The Abstract Contributing Writer will be evaluated by the Managing Editor, Head of Journalism. Interviews may be conducted at the discretion of the Managing Editor, Head of Journalism. If there are multiple Heads of Journalism, all Heads of Journalism must approve the appointment of applicants to The Abstract Contributing Writer position.

8.3. All appointments are subject to the majority approval of the Editors-in-Chief.

8.4. All advisory positions shall be created in one-year terms following the Regular Term, without restriction to the number of renewals allowed.

8.5. Renewal of an advisor's position shall be granted by consent of at least one quarter of the Editors-in-Chief for the year the advisor shall hold term.

9. Operational Term

9.1. The Regular Term of MSURJ operations shall be the academic year being the fall and winter terms as determined by McGill University.

9.2. All members hold their post from the moment of appointment until the end of the Regular Term, barring exceptions including resignation or impeachment.

9.3. To ensure proper turnover of the organisation, preparing for the following academic year, and meeting any other of the organisation's obligations, Editors-in-Chief are strictly required to dedicate an appropriate amount of work over the Summer Term.

9.4. To ensure proper transitioning between years, all incoming Managing Editors are required during the Summer Term to attend a meeting to discuss the vision for the upcoming year, outline their portfolio's plan, familiarise themselves with the roles and responsibilities of the post, and carry out certain other tasks to a reasonable workload as determined by the Editors-in-Chief.

9.5. For all other members, assisting in summer operations is voluntary, and the Editors-in-Chief shall appropriately organise tasks over the Summer Term, including incentives for volunteers.

10. Continuity Protocols

10.1. Access to resources shall be maintained year-to-year within MSURJ.

10.1.1. All accounts with third parties registered on behalf of MSURJ should have access details deposited with the Editors-in-Chief and kept easily available for future Editors-in-Chief

10.1.2. All documents pertaining to MSURJ's activities must be available to future Boards.

10.1.2.1. MSURJ files kept by private accounts, whether that be local storage on a private device, individual ownership or hosting on a cloud storage and sharing platform, or otherwise, shall not be deleted but instead have ownership and access wholly transferred to MSURJ should the former host wish to no longer store these files.

10.1.2.2. In any case where an individual currently or previously involved in MSURJ believes their actions may affect access of the organisation to MSURJ's resources, best efforts must be taken to contact the current Editors-in-Chief about these actions.

10.1.2.3. Notwithstanding any other article in this *MSURJ Constitution*, no action may be taken to limit access of MSURJ to its own resources, regardless of the creator, host on cloud storage platforms, or otherwise individual currently archiving or managing the resource.

10.2. Appropriate documentation of resources and activities undertaken must be made.

10.2.1. The leadership team is required to maintain a record available to future Boards of all MSURJ resources.

10.2.2. For proper documentation, all members are to notify the appropriate holder of a leadership position of items to be documented.

10.2.3. In addition to being made available to the current Board, organisation- and portfolio-wide plans drafted by members of the leadership team shall remain available to future Boards.

10.3. Availability of contact should be maintained to a reasonable degree to ensure efficient operations both during a member's tenure and potentially after.

10.3.1. Outgoing members of the leadership team should be open to a reasonable amount of communications until the end of the first September following their departure.

10.4. No amendment to article 3.3, 10.1, or 10.4 of *The Constitution* may be made without unanimous support of the Editorial Board, which must consist of a population at least three times the number of Editors-in-Chief.

10.5. For clarity, at no point until the organisation permanently ceases operations shall there be complete vacancy of the post of Editor-in-Chief.

10.5.1. Editor(s)-in-Chief shall remain completely responsible for their position until the term of the new Editor(s)-in-Chief begins, in addition to their obligations under article 10.3 of this *MSURJ Constitution*.

10.5.2. For clarity, the term of responsibility for an Editor-in-Chief is from their start date to at least a month following the end of the corresponding Regular Term.

10.6. While the term of responsibility for a Managing Editor is from their start date and usually to the end of the corresponding Regular Term, necessary annual commitments must be completed before the term of responsibility terminates.

10.6.1. For clarity, this *MSURJ Constitution* lists responsibilities which may be optional and also lists necessary tasks which may not be projects requiring only a single year to complete. Such tasks may be passed to the following Managing Editors.

11. Amendments

11.1. Where not otherwise stated, amendments to the Constitution must be approved by a two-thirds majority of the Editorial Board and at least half of the Editors-in-Chief and are to become effective as soon as they are approved.

11.1.1. All members of the organisation must be reminded of *The Constitution* at the beginning of the Regular Term, or whenever they are first recruited.

11.2. Editorial Board members may propose amendments to the Constitution at any meeting as long as said proposals are added to the agenda first by the Editors-in-Chief.

11.2.1. Amendment proposals are to include the complete and specific amendment, able to be enacted as-is, to be voted on.

11.2.2. Following an initial broadcast of the proposed amendment by normal communication channels to the entire Editorial Board, a week's time must be made available before voting. Following this, the member who presented the amendment proposal may make modifications according to discussion up until 24 hours preceding the beginning of the meeting.

11.2.3. The Editors-in-Chief may schedule the vote at any Editorial Board-wide meeting within 5 weeks of the initial presentation of the proposed amendment.

11.3. Alternative to article 11.1 herein, amendments to the Constitution on matters pertaining only to particular portfolios may also be approved by consent of two-thirds of a body consisting of the related members, all related Managing Editors, and at least half of the Editors-in-Chief.

11.3.1. If a responsibility is to be eliminated from one portfolio, such amendments under this formula are restricted in the following ways.

11.3.1.1. Either the responsibility is reassigned to another portfolio included in amendment proceedings pursuant to article 11.3 where the Managing Editor of the receiving portfolio must consent,

11.3.1.2. Or if the responsibility is eliminated from the organisation altogether, article 11.3 cannot apply.

11.4. Amendments to articles 15 and 16 of *The Constitution* can only be made by unanimous consent of the Editors-in-Chief, and this consent is sufficient for amendment.

11.5. All defeated motions may not be considered again without either meaningful modifications as determined by the Editors-in-Chief or simple majority vote from the Editorial Board in a meeting preceding the vote on amendment by at least one week.

11.6. The Editors-in-Chief shall be able to edit *The Constitution* pursuant to the following formula.

11.6.1. Where it is decided unanimously by the Editors-in-Chief that a part of *The Constitution* is one or more of the following

11.6.1.1. A clear error conflicting with widely accepted goals, missions, or values of the organisation, or with procedure of greater importance, or

11.6.1.2. A small procedural detail whose amendment will not drastically affect the end effect of a prescribed duty, or

11.6.1.3. A role or responsibility which, while not entirely confined to the Editors-in-Chief, affects mostly their responsibilities of the Editors-in-Chief,

The Editors-in-Chief may amend these parts of *The Constitution* by unanimous consent of the Editors-in-Chief.

11.6.2. Such amendments will come in force three working days following announcement to the entire Editorial Board using normal methods of communication unless otherwise dissented pursuant to article 11.6.3.

11.6.3. Any voice of dissent within three working days of announcing an amendment under article 11.6 will delay coming into force until the end of the Editorial Board meeting at which this matter is discussed.

11.6.3.1. The Editors-in-Chief may schedule such a meeting at any Editorial Board-wide meeting within 5 weeks of the initial voice of dissent.

11.6.3.2. A simple majority vote of the Editorial Board will nullify the amendment; otherwise, it shall come in force immediately.

11.7. The Editors-in-Chief shall be able to edit writing errors in *The Constitution* pursuant to the following formula.

11.7.1. Where the Editors-in-Chief decide that a part of *The Constitution* contains an incorrect writing detail (e.g. typological error) whose alteration is not likely to affect the content or likely interpretation of *The Constitution*, they may amend *The Constitution* by their own unanimous consent.

11.7.2. Such amendments shall be recorded in the same manner as all enactments to amend *The Constitution* but follow a distinct indexing format.

11.7.3. Such amendments do not require additional notification of members of the organisation.

11.8. Except those affecting articles 11.6 and 11.7 of this *MSURJ Constitution*, no enactment to amend any article of this *MSURJ Constitution* which prescribes amendment formulae may be passed without approval of both two-thirds of the Editorial Board and all Editors-in-Chief.

12. Resignations

12.1. In the event that an individual in an Executive or Non-Executive position resigns, the Editorial Board can appoint a replacement with two-thirds majority vote by the Editorial Board and consent of at least half of the Editors-in-Chief.

12.2. Resignation shall not release a former member of their obligations under article 10 of this Constitution.

13. Impeachment and Termination

13.1. If any of the Editors-in-Chief fails to properly fulfill their responsibilities, this failure shall be brought to the attention of the individual. If, after this warning, the conduct persists, the member can be brought up for impeachment. The impeachment procedure shall be as follows

13.1.1. Impeachments may be requested either by all Editors-in-Chief not being impeached or half of the Editorial Board excluding the member being petitioned for impeachment.

13.1.1.1. All petitioners for impeachment may be asked to present arguments by the Editors-in-Chief or another president of impeachment proceedings decided by a plurality of the Editorial Board where conflicts of interest may arise.

13.1.2. If the member is contactable, they shall present to the Editorial Board to defend their actions.

13.1.2.1. If within three working days the member is not contactable by normal methods of communication within the organisation, they shall be impeached immediately without possibility of appeal.

13.1.3. An impeachment meeting is to be convened in a timely manner while providing at least three day's preparation time.

13.1.4. After debating on impeachment during the impeachment meeting, a vote by secret ballot shall occur. A majority of two-thirds will pass the motion of impeachment.

13.1.4.1. Arguments and additional evidence may be volunteered by any member of the Editorial Board during this meeting.

13.1.5. If impeached, the member will be removed immediately. They can be replaced by a member selected from the existing Editorial Board by the Editor(s)-in-Chief.

13.2. If any other member fails to properly fulfill their responsibilities, this failure shall be brought to the attention of the individual. If, after this warning, the conduct persists, the member's position with MSURJ may be terminated pursuant to the following formula.

13.2.1. Egregious or repeated dereliction of duty or other MSURJ-related shortcoming shall be raised to the appropriate Managing Editor, if applicable, or Editor-in-Chief who will decide whether to initiate termination proceedings.

13.2.2. If the member is contactable, they shall present to the Editors-in-Chief and the appropriate Managing Editor(s) to defend their actions.

13.1.2.1. If within three working days the member is not contactable by normal methods of communication within the organisation, their position with MSURJ shall be terminated immediately without possibility of appeal.

13.2.3. The defence meeting shall be convened in a timely manner while providing at least three day's time for preparation.

13.2.4. After debating on termination, a vote by secret ballot shall occur. A majority of two-thirds will pass the motion of termination.

13.2.5. Termination is effective immediately. A replacement for the position may be selected via the same formula as in articles 7.1.1 or 8.

13.2.6. If it is thought the termination was undeserved, the Editorial Board may dissent at the next Editorial Board-wide meeting, or subsequent if the immediately following meeting is within 48 hours of the decision, where a two-thirds majority vote offers the terminated individual a return to their position.

13.2.7. In the event that all appropriate members of the leadership team opt not to initiate termination proceedings or termination is not confirmed, and it is strongly believed there is sufficient cause to do so, an accuser may gather an assembly where being populated beyond half of the total Editorial Board initiates alternative termination proceedings.

13.2.7.1. Alternative termination proceedings shall proceed in the same manner as with impeachment described herein in article 13.1.

13.3. At any point any member cannot be contacted within ten working days without having made prior arrangements with the Editors-in-Chief or an appropriate delegate thereof, this shall be grounds for impeachment proceedings to be initiated immediately by any of the Editors-in-Chief.

13.3.1. If this is a first offence, an attempt to notify the member of this failure will be made, with three additional working days made available to respond.

13.3.2. Without opportunity of defence, a simple majority by secret ballot from a group consisting of all Editors-in-Chief and, if applicable, the appropriate Managing Editors shall confirm impeachment or termination, effective immediately, and subsequent action is pursuant to article 13.1.5 or 13.2.5 as appropriate.

13.3.3. An Editor-in-Chief is to be affected under this article having not made prior arrangements with another Editor-in-Chief.

13.4. Neither impeachment nor termination shall release a former member of their obligations under article 10 of this Constitution.

14. Disputes

14.1. The Constitution is the supreme document governing the activities of MSURJ.

14.2. On matters of determining constitutionality or on interpretation of the Constitution, final jurisdiction shall be vested in the Editors-in-Chief. Decisions must be unanimous.

14.3. Where any dispute cannot be internally reconciled by the Editors-in-Chief, the Editorial Board shall be convened to arbitrate. Their simple majority vote will be deciding.

15. Editorial Policies

15.1. *MSURJ's* editorial policies include the following:

15.1.1. Authorship: MSURJ follows the definition of authorship and contributorship set out by the International Committee of Medical Journal Editors. Researchers who have significantly contributed to the conception or design of the work or to the acquisition, analysis, or interpretation of data, and to the drafting or scientific revision of the manuscript should be listed as authors. All authors must approve of the submitted manuscript and any published content and of their name being attached to these manuscripts. All authors must agree to be personally accountable for their own contributions.

15.1.2. Contributorship: Those who have contributed any but not all of the above requirements for authorship should be listed in the Acknowledgements section. They may be acknowledged either individually or as a group, and their specific contributions should be given. Written permission must be granted by the parties being acknowledged to have their identities and activities published.

15.1.3. Research Ethics: For research requiring approval from an Institutional Review Board (IRB; or the equivalent at your institution), a statement must be included under the methods section indicating that the specific named IRB reviewed your work. MSURJ will address ethics concerns pursuant to the Committee on Publication Ethics' (COPE) guidelines. Works for which authors do not satisfactorily address ethics concerns raised by reviewers will not be considered, and the authors' institutions or other authorities may be notified.

15.1.4. Reproducibility & Data Availability: All necessary information for the critical interpretation of reported work and for evaluation and verification of the analysis and conclusions must be made available immediately. Any restrictions to such information must be explicitly disclosed on submission by inclusion in the email body; authors should be prepared for these statements to be included in their Acknowledgements section following consultation with the editors. Data not presented in the main manuscript may be included in a public repository licensed under a CC0 or CC-BY licence or in the Supporting Information if presentable in document format broken into US letter-sized pages. Deposited datasets should be cited as per the Author Instructions and stated in the Acknowledgements section. Guidance on repository selection is provided here by PLoS:

<https://journals.plos.org/plosone/s/recommended-repositories>. The reported materials and methods must be sufficient for ensuring reproducibility.

15.1.5. Competing Interests: Any interests or relationships which may influence the submitted work must be disclosed to the editors. These may include sources of funding, personal financial interest (e.g. shares in companies which may be affected by the work), and memberships in related organisations, amongst others. Disclosures may be included in the submission email body. MSURJ reserves the right to publish these statements by modifying the Acknowledgements section. Authors should be as transparent as possible; the editors will work with authors to determine what will constitute a competing interest which must be declared to the readership.

15.1.6. Plagiarism: MSURJ does not tolerate plagiarism of any kind. McGill University's definition of plagiarism is outlined in article 16 of the Code of Student Conduct and Disciplinary Procedures, being the "representation of another's work as one's own or assisting another in representing another's work, published or unpublished, as their own." This includes copying or paraphrasing of text without proper attribution. MSURJ follows the COPE's guidelines for addressing plagiarism, including a careful investigation of allegations. Minor cases will be communicated to the authors with a request for changes strictly conditional for possibility of publication in MSURJ. Major

cases will be rejected outright and the authors banned from submitting to MSURJ in the future. The authors' superiors or institutions may be contacted.

15.1.7. Redundant Publication: MSURJ will not consider manuscripts including original works or findings which have previously been published. Authors are not to divide a study between multiple manuscripts where substantially new conclusions are not drawn.

15.1.8. Matters Not Considered Redundant Publication: Dissertations/theses are not considered as being previously published. Depositing papers with not-for-profit preprint servers such as arXiv.org is not considered prior publication. Once submitted for consideration by *MSURJ*, edited versions of the manuscript should not continue to be deposited with preprint servers. Presenting the work at a scientific meeting and publishing an abstract or poster of such work for the purposes of a conference presentation will not preclude publication with MSURJ. After publication with MSURJ, MSURJ encourages authors to embrace open-science principles and share their research findings. Authors should consider the implications of sharing their work on preprint servers with respect to the originality of content and any journal-specific policies.

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