



## **POLICY ON PUBLICATION OF BEME REVIEW PROTOCOLS AND REPORTS**

### **BEME Review Protocols**

Proposals to undertake a BEME review in the format of a BEME protocol should be sent to the BEME administrator at [beme@dundee.ac.uk](mailto:beme@dundee.ac.uk) for review by the BEME protocol review team. Once final approval is obtained protocols are uploaded onto the BEME website as “Reviews in Progress”.

### **BEME Review Reports**

Following peer review and approval of the final review report by the BEME Consultant authors should send their review report in to the BEME administrator for uploading to the BEME website. You may send one document but it is also acceptable to group tables, figures and appendices in separate documents.

Authors should send a draft Spotlight to the BEME Consultant within four weeks of receiving notice that their review report has been approved as ready for publication. Spotlights are edited by the BEME Consultant before final approval by the lead author. You can see examples of BEME Spotlights on the BEME website and download the guidelines for your initial draft. BEME review reports are published as web-based papers in *Medical Teacher* and BEME Guides are available for purchase as downloadable PDFs with an ISBN, via the AMEE website. There is a link to this facility from the BEME website. The accompanying Spotlight is published in the print version of the journal.

BEME review reports for web-based publication and BEME Spotlights for print publication are processed as per all *Medical Teacher* papers. Following peer review and approval of the final review report and the Spotlight by the BEME Consultant authors should upload both manuscripts in Word format to *Medical Teacher* via Scholar One (<http://informahealthcare.com/page/mte/Description#Instructions>). The *Medical Teacher* office is aware that no peer review process is necessary at this stage and will email a final copy to the author(s) for sign off.

Please note that it is the responsibility of the lead author to send and/or upload final approved papers. All final papers for the BEME website are stored on the BEME database which is linked to the BEME website.