

TMU Academic Scientific Illustration Service Announcement

Adopted at the Research and Development Office meeting on April 15, 2026

Article 1 Purpose

This announcement is established to provide academic and scientific graphic illustration services in order to enhance the overall research quality and presentation of scholarly outputs at Taipei Medical University and its affiliated hospitals.

Article 2 Eligibility

The following individuals at Taipei Medical University are eligible to apply:

1. Full-time faculty members
2. Full-time researchers
3. Full-time staff of affiliated hospitals
4. Currently enrolled graduate students

Article 3 Application Requirements

1. The requested illustrations must be used for journal manuscript submission or research grant applications.
2. The related manuscript or research proposal must list Taipei Medical University (TMU) or its affiliated hospitals as an affiliation.
3. The applicant must be the first author or corresponding author of the manuscript, or the principal investigator of the research proposal.

Article 4 Application Restrictions

To ensure fairness, the following restrictions apply:

1. Each applicant may submit only one application per semester.
2. Each manuscript or research project is limited to one application.
3. Research teams under the same principal investigator (including faculty members and students) may receive support only once per semester.

Article 5 Service Hours

The service is available Monday to Friday from 09:00–17:00, excluding national holidays.

Article 6 Acknowledgement Requirement

When figures produced through this service are included in a publication, an acknowledgement statement must be provided in the acknowledgement section of the article. Recommended wording: “The authors acknowledge the academic and scientific graphic illustration service provided by the Office of Research and Development, Taipei Medical University.”

Article 7 Application and Service Procedure

1. Applicants must log in using their institutional email account to submit the application.
2. Cases will be scheduled in the order of receipt. The Center will arrange and notify applicants of the time and location for the initial consultation.
3. Based on the consultation, the illustrator will prepare an initial draft. Applicants may request revisions, with up to three rounds permitted. Revision feedback should be provided within five working days after receiving the draft; otherwise, the case will be rescheduled.
4. The minimum production time for each case is seven working days. Urgent requests are not accepted. For cases involving multiple panels, the completion time will be determined based on the complexity of each panel.
5. After the final artwork is confirmed by the applicant, the Center will provide the electronic file and close the case. Applicants are kindly requested to inform the Center once the related manuscript or proposal has been accepted.

Article 8 Use of Completed Artwork

The Center may archive completed artwork as part of its service records for internal reference. With the applicant’s consent, the artwork may be included in the Center’s public portfolio or other service demonstrations as examples of the illustration service.

Article 9 Supplementary Provisions

For matters not specified herein, the Office of Research and Development reserves the right of final interpretation and modification.