

GUIDELINES FOR AUTHORS. MANUSCRIPT SUBMISSION



GUIDELINES FOR AUTHORS

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References of papers from journal can help to increase the citation rate. Thus, it is important to remember to use recent references from journals, especially from other authors, while editing your scientific papers, as to avoid self-citation.

PREPARATION OF MANUSCRIPTS

1. Pre-submission English-Language Editing

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. English-language editing will (a) improve grammar, spelling and punctuation, (b) improve clarity and resolve any ambiguity caused by poor phrasing, and (c) improve word choice and ensure that the tone of the language is appropriate for an academic journal. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication. Authors are responsible for the linguistic accuracy of their manuscripts. Corrections other than typographical errors will be charged to the authors.

2. Publication Categories

The medical journals consider the following kinds of manuscript for publication:

- 1) Research Reports, describing new experimental findings;
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 - (a) general reviews that provide a synthesis of an area that fits within the aims and scope of the journal;
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 - (c) critiques - focused and provocative reviews that are followed by a number of invited commentaries, with a concluding reply from the main author;
 - (d) structured case reports - outlining an interesting case, and including a full review of the pertinent literature and a section on implications for clinical care;
 - (e) case series studies or clinical series - descriptive study of a small group of patients including a full review of the pertinent literature and a section on implications for clinical care;
- 3) Letters to the Editor. These should be as concise as possible and up to 1,000 words.

3. Plagiarism Detection and Prevention

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The Editors check each 'hit' in the report to determine its significance. Large sections, or multiple smaller sections, of highly similar text are an immediate red flag; if such sections are a clear indication of deliberate plagiarism or if the duplicated text cannot be removed by careful revision by the author (for example, by extensive rewriting or appropriate referencing) the manuscript will be rejected. If self-plagiarism is detected before a manuscript is accepted for publication, the author is made aware of the offending sections and asked to either cite the original source or to rewrite the duplicated text.

Duplicate submissions will be rejected automatically upon detection.

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You should arrange your manuscript in the following order:

1. Title page, including article title, author(s) name, academic degrees of the authors, institutional affiliations, name of the department(s) and institution(s) to which the work should be attributed.
2. The author responsible for correspondence will be marked by an asterisk, and their full address, including scientific titles, telephone/fax numbers, and e-mail address will be indicated.
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This section, placed after the Discussion, contains one or more statements that specify: contributions that need acknowledgment, but do not justify authorship; acknowledgment of technical help or of financial material support; financial relationships that may pose a conflict of interest.

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The reference list is a separate section at the end of the manuscript. Type each reference single-spaced, with one-line space between references. All authors cited and only these must be indicated in the list. Use exactly the reference style and format as shown below. Each reference should contain names and initials of all authors. The titles of journals should be abbreviated according to Index Medicus or by analogy.

(a) Standard journal manuscript

Bolliger SA, Thali MJ, Ross S, Buck U, Naether S, Vock P. Virtual autopsy using imaging: bridging radiologic and forensic sciences. A review of the Virtopsy and similar projects. *Eur Radiol* 2008, 18(2), 273-82.

(b) Books and Monographs

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby, 2002.

(c) Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill, 2002, 93-113.

If the name/date system is used for text citations, the reference list should be in alphabetical order and not numbered. Multiple manuscripts by the same author(s) in the same year must be distinguished by the addition of "a, b, c," etc. to the year of publication in the list. If reference numbers are used for the text citations the list of references at the end of the text must be numbered, either in alphabetical order or in order of citation.

We recommend the use of a tool such as EndNote or Reference Manager for reference management and formatting (<http://www.endnote.com/support/enstyles.asp>; <http://www.refman.com/support/rmstyles.asp>).

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Include tables in the file for sending. Use the table function of a word processor rather than tab and space. For postal submission type each table, double-spaced on a separate page. Do not submit tables as photographs. Number tables consecutively with arabic numerals and give each a short, descriptive heading. Give each column a short or abbreviated heading. Explain in the footnotes all non-standard abbreviations used in the table. Omit internal horizontal and vertical lines. If data from another published or unpublished source are used, obtain permission and acknowledge fully.

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Manuscripts should be typewritten on A4 format (210x297 mm), with double spacing, margins of 25 mm, on one side only, consecutively numbered. Times New Roman font, 12-point size, is required. A manuscript of about 5000 words, plus figures and tables, should not exceed 12 pages. Section titles should be typed capitalized. Each heading for subdivisions of the text should be clearly identified using different font types (e.g. bold, underlined). Use standard abbreviations.

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Manuscript submitted to our medical Journals for publication are considered on condition that they have been neither submitted elsewhere, nor published elsewhere other than in abstract form. The Editors do not enter into correspondence about manuscripts considered unsuitable for publication; their decision is final. Requirements for publication in our medical journals are in accordance with the International Committee of Medical Journal Editors' Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

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- Diagnostic test(s). Authors should consult STAndards for the Reporting of Diagnostic accuracy studies (STARD Statement): Bossuyt PM, Reitsma JB, Bruns DE, et al, for the STARD Group. Towards complete and accurate reporting of studies of diagnostic accuracy: the STARD Initiative. *Clin Chem* 2003;49:1-6. External link <http://www.stard-statement.org>
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Manuscripts should not exceed 7,500 words and must be typewritten on A4 format (210x297 mm), with double spacing, margins of 25 mm, on one side only, consecutively numbered. Times New Roman font, with 12-point size, is required.

All materials should comply with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, prepared by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

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