

# Manuscript Preparation Guide for Submissions to Biomed Journals

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Authors permit the publisher to apply a DOI to their articles and to archive them in databases and indexes such as EBSCO, DOAJ, and ProQuest.

Manuscripts should be prepared in Microsoft Word or LaTeX format (based on the requirement of different journals) and submitted online. If you have any questions, please contact the editor of the journal.

## Paper Selection and Publication Process

- a) Upon receipt of a submission, the editor sends an e-mail of confirmation to the submission's author within one to three working days. If you fail to receive this confirmation, your submission e-mail may have been missed.
- b) Peer review. We use a double-blind system for peer review; both reviewers' and authors' identities remain anonymous. The paper will be reviewed by at least two experts: one editorial staff member and one to three external reviewers. The review process may take two to four weeks.
- c) Notification of the result of review by e-mail.
- d) If the submission is accepted, the authors revise paper and pay the publication fee.
- e) A PDF version of the article is available for download on the journal's webpage free of charge.
- f) From July 1, 2018, we will not automatically provide authors free print journals. We will provide free print copies for authors who really need them. Authors are requested to kindly fill a application form to request free print copies. Additionally, we are happy to provide the journal's eBook in PDF format for authors, free of charge. This is the same as the printed version.

# 1. General Requirements

## 1.1 Language and Numbers

Please write your text in proper English; American or British usage is accepted, but not a mixture of both. When writing numbers, use a period, not a comma, to represent the decimal point and a space to separate numbers of more than five digits into groups of three, whether on the left or the right of the decimal point (e.g., 10 000.471 85, but 1000.4718). We only accept manuscripts written in English.

## 1.2 Length of Paper

Papers between 3,000 and 8,000 words are preferred.

# 2. Title Page

To ensure the integrity of the peer review process, every effort should be made to prevent the identities of the authors and reviewers from being known to each other.

When you upload a submission file, author identities should be removed from it. You should upload the title page as a supplementary file for the editor to review.

## 2.1 Title

Be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. If you choose to have a subtitle, it should be italicized and centered directly below the main title.

## 2.2 Authors' Names and Affiliations

The preferred form of an author's name is first name, middle initial(s), and last name; this form reduces the likelihood of mistaken identity. To assist researchers as well as librarians, use the same form for publication throughout your career; that is, do not use initials on one manuscript and your full name on a later one. Determining whether Juanita A. Smith is the same person as J. A. Smith, J. Smith, or A. Smith can be difficult, particularly when citations span several years and institutional affiliations. Omit all titles (e.g., Dr., Professor) and degrees (e.g., PhD, PsyD, EdD).

The authors' affiliation identifies the location of the author(s) at the time the research was conducted, which is usually an institution. Include a dual affiliation only if two institutions contributed substantial support to the study. Include no more than two affiliations per author.

*Example:*

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### 3. Preparation of Text

Manuscripts should be organized in the following order:

Title; abstract; keywords (indexing terms, normally three to six items); introduction; methods; results; discussion; conclusion; acknowledgements; references.

#### 3.1 General Rules for Text

Please use the following rules for the entire text, including abstract, keywords, headings, and references.

- Font: Times New Roman; Size: 10 pt.
- Paragraph Spacing: Above paragraph — 0 pt.; below paragraph — 10 pt.
- Line Spacing: fixed, 12 pt.
- Heading 1: Times New Roman; 14 pt.; Bold; for example, **1. First-level Heading**
- Heading 2: Times New Roman; 12 pt.; Bold; for example, **1.1 Second-level Heading**
- Heading 3: Times New Roman; 10 pt.; Bold; for example, **1.1.1 Third-level Heading**

#### 3.2 Abstract

A concise and factual abstract is required (maximum length of 250 words). The abstract should state briefly the purpose of the research, the principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. References should therefore be avoided, but, if essential, they must be cited in full in the abstract, without relying on the reference list.

#### 3.3 Keywords

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (e.g., “and,” “of”). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible.

#### 3.4 Subdivision of the Article

Divide your article into clearly defined and numbered sections (e.g., 1., 2., 3., etc.). Subsections should be numbered 1.1, 1.2, etc., and sub-subsections should be numbered 1.1.1, 1.1.2, etc. Note that the abstract is not included in section numbering. Use this numbering also for internal cross-referencing: do not just refer to “the text.” Any subsection, ideally, should not be more than 600 words. Authors are urged to write as concisely as possible but not at the expense of clarity.

#### 3.5 Equations

The text size of equations should be similar to normal text size. The formula should be placed center justified with serial number on the right. For example:

$$g_n = \frac{f_n + f_{n+1} + \dots + f_{n+(p-1)}}{p} \quad (n = 1) \quad (1)$$

#### 3.6 Tables

Number tables consecutively in accordance with their appearance in the text. Place a table’s caption above the table’s body and its description below the body. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

For example:

**Table 1.** This is the title of the table

| Groups             | Item A   |          | Item B   |          |
|--------------------|----------|----------|----------|----------|
|                    | <i>N</i> | <i>M</i> | <i>n</i> | <i>M</i> |
| Experimental Group | 1.182*   | 0.865    | 1.450**  | 1.040    |
| Control Group      | 1.584*   | 0.487    | 1.682**  | 0.0627   |

\* This the first footnote.

\*\*This is another footnote.

As shown in Table 1, the experimental group, and control group ...

### 3.7 Figures and Schemes

Number figures consecutively in accordance with their appearance in the text. Place a figure's caption and description below the figure body. A minimum resolution of 300 DPI is required.

Note: Avoid abbreviating the titles of tables, figures, and equations (i.e., Tab. 1, Fig. 2, Eq. 3) in the caption or in running text. Do not write "the table above/below" or "the figure on page 32," because the position and page number of a table or figure cannot be determined until the pages are typeset.

## 4. Competing interests/conflict of interests

A competing interest exists when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organizations. Authors should disclose any financial competing interests but also any non-financial competing interests that may cause them embarrassment were they to become public after the publication of the manuscript.

Authors are required to complete a declaration of competing interests. All competing interests that are declared will be listed at the end of published articles. When an author gives no competing interests, the listing will read "The author(s) declare that they have no competing interests."

## 5. References

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. They may provide key background information, support or dispute your thesis, or offer critical definitions and data. Citation of an article implies that you have personally read the cited work. In addition to crediting the ideas of others that you used to build your thesis, provide documentation for all facts and figures that are not considered common knowledge.

### 5.1 Citations in the Text

Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text. However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur'an, whose sections are standardized across editions, and references to personal communication. References in a meta-analysis are not cited in-text unless they are also mentioned in the text.

All references must be numbered consecutively, in square brackets, in the order in which they are cited in the text, followed by any in tables or legends. Reference citations should not appear in titles or headings. Each reference must have an individual reference number. Please avoid excessive referencing. If automatic numbering systems are used, the reference numbers must be finalized and the bibliography must be fully formatted before submission.

Reference style should refer to NLM citation style; see *Citing Medicine: the NLM style guide for authors, editors, and publishers* (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>)

## 5.2 Reference style example

### 5.2.1 Citing Published Print Documents

#### *Article within a journal*

Jun BC, Song SW, Park CS, Lee DH, Cho KJ, Cho JH. The analysis of maxillary sinus aeration according to aging process: volume assessment by 3-dimensional reconstruction by high-resolution CT scanning. *Otolaryngol Head Neck Surg.* 2005 Mar; 132(3):429-34.

#### *Article within a book*

Jenkins PF. *Making sense of the chest x-ray: a hands-on guide.* New York: Oxford University Press; 2005. 194 p.

#### *Conference Publications*

Van Pelt J, Kamermans M, Levelt CN, van Ooyen A, Ramakers GJA, Roelfsema PR, editors. Development, dynamics, and pathology of neuronal networks: from molecules to functional circuits. *Proceedings of the 23rd International Summer School of Brain Research; 2003 Aug 25-29; Royal Netherlands Academy of Arts and Sciences, Amsterdam, the Netherlands.* Amsterdam: Elsevier; 2005. 385 p. (Progress in brain research; vol. 147).

#### *Scientific and Technical Reports*

Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. Report No.: HETA2000-0139-2824. 24 p.

#### *Dissertations and Theses*

Jones DL. The role of physical activity on the need for revision total knee arthroplasty in individuals with osteoarthritis of the knee [dissertation]. [Pittsburgh (PA)]: University of Pittsburgh; 2001. 436 p.

#### *Bibliographies*

Khan N, Nakajima N, Vanderburg WH, compilers. *Healthy work: an annotated bibliography.* Lanham (MD): Scarecrow Press, Inc.; 2004. 376 p. 617 citations.

#### *Newspaper Articles*

Gaul G. When geography influences treatment options. *Washington Post (Maryland Ed.).* 2005 Jul 24; Sect. A:12 (col. 1).

### 5.2.2 Citing Unpublished Material

#### *Forthcoming (“in press”)*

Savinainen KJ, Helenius MA, Lehtonen HJ, Visakorpi T. Overexpression of EIF3S3 promotes cancer cell growth. *Prostate.* Forthcoming 2006.

#### *Papers and Poster Sessions Presented at Meetings*

Patrias K. Computer-compatible writing and editing. Paper presented at: *Interacting with the digital environment: modern scientific publishing.* 46th Annual Meeting of the Council of Science Editors; 2003 May 3-6; Pittsburgh, PA.

#### *Letters and Other Personal Communication*

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200.

## ***Manuscripts***

Wiprud, Theodore. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

### **5.2.3 Citing Material on the Internet (Online)**

#### ***Books and Other Individual Titles on the Internet***

Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: <http://www.rad.washington.edu/mskbook/index.html>.

#### ***Journals on the Internet***

Polgreen PM, Diekema DJ, Vandenberg J, Wiblin RT, Chen YY, David S, Rasmus D, Gerdtz N, Ross A, Katz L, Herwaldt LA. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. *Infect Control Hosp Epidemiol* [Internet]. 2006 Jan [cited 2007 Jan 5]; 27(1):34-7. Available from: <http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf>.

#### ***Databases/Retrieval Systems on the Internet***

MeSH Database [Internet]. Bethesda (MD): National Library of Medicine (US). 2003 Apr - [cited 2011 Jul 8]. Available from: <http://www.ncbi.nlm.nih.gov/mesh>.

#### ***Web Sites***

AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: <http://www.ama-assn.org/>.

#### ***Electronic Mail and Discussion Forums***

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [discussion list on the Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

## **5.3 DOIs in References**

The journal/publisher encourages authors to cite those items (journal articles, conference proceedings, book chapters, technical reports, working papers, dissertations, etc.) that have DOIs. When the cited items have DOIs, the authors should add DOI persistent links to the regular references. The DOI persistent links should be the last elements in the references. The persistent links should be active.

Format of persistent link: <http://dx.doi.org/+DOI>

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The authors or editors may retrieve articles' DOIs at <http://www.crossref.org/SimpleTextQuery/>.

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