

## **INSTRUCTIONS FOR AUTHORS**

### **Types of manuscripts accepted**

**Editorials and Commentaries** dealing with subjects of general informative interest are published upon special request by the Editorial Board. They should not exceed 7000 types, not be signed by more than 5 authors, not include more than 1 illustration and references should be limited to 5.

**Review articles** are papers by recognized authorities on special topics of general interest. Reviews should not exceed 30 000 types, not be signed by more than 5 authors, not include more than 4-6 illustrations and references should be limited to 70.

**Original articles** should present original observations, or observations deriving from a relevant experience in a specific field. The text should be divided into the following sections: Abstract, Introduction, Methods, Results, and Discussion. Original articles normally should not exceed 25 000 types, not be signed by more than 7 authors, not include more than 4-6 illustrations and references should be limited to 50.

**Case reports** can be published only if they provide original facts, particularly concerning the diagnostic process or surgical treatment. The introduction must be short and explain the interest of the case; the discussion is brief and oriented towards methodology. The paper should not exceed 7000 types, not be signed by more than 5 authors, not include more than 2-3 illustrations and references should be limited to 15. The manuscript is arranged as follows: Introduction, Case report, Discussion, References and Legends.

**Technical notes** include description of an original surgical technique and its application on one or a small number of cases. Follow-up and outcome need to be clearly stated. Abstracts do not need to be structured, they should not exceed 6500 types, not be signed by more than 4 authors, 4 illustrations and up to 10 references.

**Letters to the Editors** are published in the Correspondence section. They must not exceed 4000 types (and 5 references) with one table or figure and without abstracts, and not be signed by more than 3 authors. They should be addressed to the Editors-in-Chief. Submitted letters will be subject to shortening and editorial revision.

### **Manuscript Submission**

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

### **Online Submission**

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink "Submit online" on the right and upload all of your manuscript files following the instructions given on the screen.

### **Title Page**

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding Author

### **Abstract**

Please provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

### **Keywords**

Please provide 4 to 6 keywords which can be used for indexing purposes.

### **Text Formatting**

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.

Note: If you use Word 2007, do not create the equations with the default equation editor but use the Microsoft equation editor or MathType instead.

- Save your file in doc format. Do not submit docx files.

[Word template]

Manuscripts with mathematical content can also be submitted in LaTeX.

[LaTeX macro package]

### **Headings**

Please use no more than three levels of displayed headings.

### **Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

### **Footnotes**

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

## Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

## Citation

Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1-3, 7].

### Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively.

- Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. doi: 10.1007/s00421-008-0955-8

Ideally, the names of all authors should be provided, but the usage of "et al" in long author lists will also be accepted:

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 965:325–329

- Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. Doi:10.1007/s001090000086

- Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

- Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257

- Online document

Doe J (1999) Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. Available via DIALOG. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 1999

- Dissertation

Trent JW (1975) *Experimental acute renal failure*. Dissertation, University of California

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see

<http://www.issn.org/2-22661-LTWA-online.php>

## Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.

- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

#### **Electronic Figure Submission**

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

#### **Line Art**

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

#### **Halftone Art**

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
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- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
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#### **Color Art**

- Color art is free of charge for online publication.
- If black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
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- Color illustrations should be submitted as RGB (8 bits per channel).

#### **Figure Lettering**

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions into your illustrations.

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- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic supplementary Material) should, however, be numbered separately.

### **Figure Captions**

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

### **Figure Placement and Size**

- When preparing your figures, size figures to fit in the column width.
- For most journals the figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.
- For books and book-sized journals, the figures should be 80 mm or 122 mm wide and not higher than 198 mm.

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### **Electronic Supplementary Material**

Electronic supplementary material will be published in the online version only. It may consist of

- Information that cannot be printed: animations, video clips, sound recordings
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- Large original data, e.g. additional tables, illustrations, etc.

### **Submission**

- Supply all supplementary material in standard file formats.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

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- Always use MPEG-1 (.mpg) format.

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#### Numbering

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- Name your files accordingly, e.g., Animation3.mpg.

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