

“Instructions to Authors’: An Editor’s Viewpoint

Jose Maria Co Avila, M.D., FPSP
Editor in Chief, Acta Medica Philippina



OBJECTIVES

- ◆ Overview of “instructions to authors” of medical journals, with focus on Acta Medica Philippina from an editor’s viewpoint
- ◆ Filipinos do not have a culture of publication (but have a culture of research) – editor’s problems
- ◆ Not a lecture on how to write a good article for publication (another lecture) but how to prepare for one

you?



What about?

- ◆ What journal expects of you, and from you - the writer/author
- ◆ Read before you submit....no....! Read before you start to write!
- ◆ Have a journal in mind before you even start to write your publication

The “target” journal

- ◆ Write your article with the target journal in mind
- ◆ Different journals have different perceptions of science as well as differing opinions on how articles should be written
- ◆ Ensures the right type of approach and speeds up your writing process
- ◆ Secondary target journal in case number one fails!
- ◆ Check journal impact factor
- ◆ Check the editorial board, nationalities, etc.



PRIMARY LINKS

- » [Home](#)
- » [Message from the Editor](#)
- » [Editorial Board](#)
- » [Editorial Staff](#)
- » [About Us](#)
- » [Peer Reviewers](#)
- » [Instructions to Authors](#)
- » [Specialty Issues](#)



NEWS AND EVENTS

UP Manila NIH and Acta Medica Philippina sponsor a Scientific Paper Writing Workshop
[\[read more\]](#)

RESEARCHER AS ARTIST

Home

Instructions to Authors

The **Acta Medica Philippina** is a peer-reviewed general medical and health science journal that is published four times a year by the University of the Philippines Manila and the Department of Science and Technology of the Government of the Philippines, and publishes original scientific papers in the field of basic and clinical medical or health-related research. It has complete editorial independence from its publishers. The editor-in-chief of the Acta is **Jose Maria C. Avila, MD**. The articles it accepts for publication may be in the form of collective and current reviews, original papers, case reports, lectures, essays, editorials, abstracts or letters to the editor. Original scientific papers and articles of a medical or public health nature are preferred, and the Acta shall accept journal articles from publications from anyone, provided criteria are met. The Acta is the most widely circulated professional health publication in the Philippines and likewise reaches key medical libraries in Asia and the world. It has been in continuous publication since 1939.

All manuscripts, correspondence and editorial business should be sent to Acta Medica Philippina, College of Medicine, University of the Philippines, 547 Pedro Gil Street, P.O Box 593, Manila 1000, Philippines. However, email submissions are also accepted. Manuscripts are received with the understanding that they are not under simultaneous consideration by another publisher. Accepted manuscripts become the permanent property of the Acta Medica and may not be republished without permission from the Editor. These manuscripts are subject to editorial modifications to bring them in conformity with the style of the journal. Statements or views expressed by an author or authors are not the responsibilities of the editor or publisher.

USER LOGIN

Username: *

Password: *

[LOG IN](#)

[Create new account](#)
[Request new password](#)

VIDEOS OF THE MONTH

[Understanding Rabies](#)



[The Epidemiology, Ecology, and Pathobiology of Cholera](#)

Instructions to Authors

The **Acta Medica Philippina** is a peer-reviewed general medical and health science journal that is published four times a year by the University of the Philippines Manila and the Department of Science and Technology of the Government of the Philippines, and publishes original scientific papers in the field of basic and clinical medical or health-related research. It has complete editorial independence from its publishers. The editor-in-chief of the *Acta* is **Jose Maria C. Avila, MD**. The articles it accepts for publication may be in the form of collective and current reviews, original papers, case reports, lectures, essays, editorials, abstracts or letters to the editor. Original scientific papers and articles of a medical or public health nature are preferred, and the *Acta* shall accept journal articles from publications from anyone, provided criteria are met. The *Acta* is the most widely circulated professional health publication in the Philippines and likewise reaches key medical libraries in Asia and the world. It has been in continuous publication since 1939.

All manuscripts, correspondence and editorial business should be sent to Acta Medica Philippina, College of Medicine, University of the Philippines, 547 Pedro Gil Street, P.O Box 593, Manila 1000, Philippines. However, email submissions are also accepted. Manuscripts are received with the understanding that they are not under simultaneous consideration by another publisher. Accepted manuscripts become the permanent property of the Acta Medica and may not be republished without permission from the Editor. These manuscripts are subject to editorial modifications to bring them in conformity with the style of the journal. Statements or views expressed by an author or authors are not the responsibilities of the editor or publisher.

Cover Letter

A covering letter must accompany all manuscripts with one author designated as correspondent, providing his complete mailing address, telephone number, e-mail address and fax number. In order for a manuscript to be considered, reviewed or edited, the following statement must be signed by all the authors: "I/We have been sufficiently involved in this work to take public responsibility for its validity and final presentation as an original publication." Whenever applicable, there should also be a written declaration that the article had written/informed consent for publication from the involved subject/s, had conformed with ethical standards, and/or had been reviewed by the appropriate ethics committee. The transmittal letter must include the statement "This paper has not been published and is not under simultaneous consideration for publication elsewhere. I/We hereby confer all copyright ownership/s to the Acta Medica Philippina in the event that this work is published in this journal."

Editorial Policy

- ◆ Usually the first few paragraphs of ITA
- ◆ Describes the journal, its audience, its purpose or objectives
- ◆ Journal ownership, editor and/or publisher
- ◆ Types of articles it accepts for publication (or what it does not)
- ◆ May have a statement on some ethical policies

Cover Letters

- ◆ Corresponding Authors
- ◆ Authorship
- ◆ Ethics Clearance
- ◆ All co-authors sign cover letter and indicate roles as co-authors (some journals)
- ◆ Some journals require a statement on the importance of the study and the reason it should be considered for publication by the journal

Author definition (ICMJE)

- ◆ A person who has made a substantial intellectual contribution to a submitted manuscript and accepts public responsibility for its content
- ◆ “Substantial” contribution includes ALL of the following:
 - ◆ Conceptualization and design of the study, and/or acquisition of data, and/or analysis and interpretation of the data;
 - ◆ Drafting and/or critical revision of the manuscript
 - ◆ Final approval of the version to be published

Corresponding Authors

- ◆ Person who holds all communication with journal editors from submission to publication
- ◆ Keeps co-authors informed and involved during the review process
- ◆ Corresponds with members of the scientific community after manuscript publication
- ◆ Also an author
- ◆ “guarantors” = person who takes responsibility for the integrity of the work as a whole, from inception to published article, and publish that information

RETURNING COMPLETED FORMS:

- Upload with your manuscript files on manuscript central
- FAX: ++44 (0)1223 767382
- Email: brain@medschl.cam.ac.uk

Declaration of Authorship (Mandatory Declaration Form)

This declaration of authorship must be signed by all co-authors of any paper submitted to Brain.

Manuscript ID number: BRAIN-_____
Leave blank if you do not yet have an ID number.

Short Title (Running Head): _____

I certify that I have read and approved the final version of the manuscript. I agree to take public responsibility for its contents. The work reported in the paper has not been and is not intended to be published anywhere except in Brain.

Signed by all authors [authors may submit separate forms if more convenient].

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Name: _____ Signed: _____

Date: / /
 DD MM YY

AUTHORSHIP DECLARATION

Each author must fill out a separate copy of this form.

All persons and only persons who meet authorship criteria should be listed as authors. Criteria for authorship include having performed at least one of the tasks listed in boxes #1-6 below and having read and approved the final version of the paper. All authors certify that they have participated sufficiently in the work to take public responsibility for the content, including participation in the concept, design, analysis, writing, and/or revision of the manuscript. Furthermore, each author certifies that this material or similar material has not been and will not be submitted to or published in any other publication before its appearance in the *Journal of the American Academy of Dermatology*. If this study has been or will be presented at a national meeting, indicate the appropriate information on the title page.

Acknowledgment: All persons who have made substantial contributions to the work reported in the manuscript, including but not limited to generating data, performing statistical analysis, and/or substantial editing that affects the content of the paper, but whose contribution is not sufficient to warrant inclusion as an author, should be listed in the Acknowledgment along with their affiliation(s) and funding source(s), if any, and have given the Journal permission to be named. If I (we) do not include an acknowledgment, that means I (we) have not received substantial contributions from nonauthors.

The author's name must be typed or clearly printed beneath the signature. Each author must indicate which of the following aspects of the work he or she participated in by checking the box(es) that apply. (It is not necessary for each author to check each of the boxes.) At least one of boxes 1-6 below must be applicable and checked by each author. Box number 9 must also be applicable to each author and must be checked.

- 1. I participated in designing the study.
- 2. I participated in generating the data for the study.
- 3. I participated in gathering the data for the study.
- 4. I participated in the analysis of the data.
- 5. I wrote the majority of the original draft of the paper.
- 6. I participated in writing the paper.
- 7. I have had access to all of the raw data of the study.
- 8. I have reviewed the pertinent raw data on which the results and conclusions of this study are based. MANDATORY FOR FIRST OR SENIOR AUTHOR.
- 9. I have approved the final version of this paper. MANDATORY FOR EACH AUTHOR.
- 10. I guarantee that all individuals who meet the Journal's authorship criteria are included as authors of this paper. MANDATORY FOR CORRESPONDING AUTHOR.
- 11. The name(s) and affiliation(s) of the individual(s) who performed the statistical analyses of this work are listed here. (To be filled in by corresponding author.)

Author(s) signature(s)

Date signed

Signature

Name (typed or printed)

Other declarations...

- ◆ Authors declare that they have no competing interests
- ◆ All authors declare that they qualify as authors based on ICMJE criteria
- ◆ Each author has sufficiently participated in the work and takes public responsibility for the contents of the article
- ◆ Each author acknowledges that the final version was read and approved
- ◆ All authors take responsibility for relevant documentation of records, slides, data, archival material for the study
- ◆ All patient identifiers suppressed in the data

Problems with Authorship

- ◆ Large groups and multicenter studies
- ◆ First Author, Second Author, etc.
- ◆ Senior authorship
- ◆ Gift authorship
- ◆ Ghost authorship
- ◆ Discussion among authors prior to study is probably the key

ETHICS Issues

◆ Guidelines available:

1. *Tri- Council Policy Statement on Research involving Human Subjects (TCPS2) Section A. Research Requiring REB Review; Article 2.1*
2. *Good Clinical Practice: Consolidated Guideline; ICH Topic E6 Article 4.4 Communication with IRB/IEC/REB (Research Ethics Board, REB)*

ETHICS Issues

- ◆ Research requiring ethics approval (before beginning)
 - ◆ Research involving human subjects
 - ◆ Research involving human biological materials (embryos, fetuses, reproductive materials, stem cells)
 - ◆ Research involving observation of people in public places IF there is any kind of intervention (interviews); IF individuals expect a certain degree of privacy; IF dissemination of results could possibly identify participants
 - ◆ Research involving secondary use of data- health records, computer listings, banked tissue IF data linkage of recording or dissemination of results could generate identifiable information

ETHICS Issues

- ◆ Research not requiring ethics review
 - ◆ Research relying on publicly available information legally accessible to the public and protected by law
 - ◆ Observation of people in public places without intervention
 - ◆ Research relying on secondary use of anonymous information or anonymous biological materials as long as dissemination of results does not lead to identification of individuals
 - ◆ Quality assurance or quality improvement studies
 - ◆ Creative practice activities
 - ◆ Scholarship based on personal reflections and self-study
 - ◆ Data collection for external and internal organizational reports
 - ◆ Public health surveillance that is legally mandated
 - ◆ Research for a critical biography not involving living participants
 - ◆ Case reports based on the clinical notes of an individual patient with informed consent

Plagiarism Policies

- ◆ Acta screens for plagiarism routinely, but does not use a professional software
- ◆ Copy editors assigned this
- ◆ In the Philippines, university ethics boards and similar groups have yet to have official policies regarding plagiarism

(from Journal of the Pakistan Medical Association)

1. The Journal follows the authorship guidelines of the International Committee of Medical Journal Editors (ICMJE)(<http://www.icmje.org/>).
2. The Journal follows the standard international definition and description of plagiarism and according to the guidelines provided by the Higher Education Commission of Pakistan (<http://www.hec.gov.pk>) (<http://facpub.stjohns.edu/~roigm/plagiarism/Index.html>)
3. The Journal assigns equal responsibility of intellectual integrity of the manuscript to all authors whose names appear on the manuscript/article. When submitting a manuscript, the Journal requires that all authors sign a statement accepting this responsibility.
4. This statement must indicate that no part of the manuscript has been plagiarized.
5. Any such material should be made accessible to the Editor and should only be used with referencing according to the guidelines of authorship. This may otherwise form the basis of a redundant publication/duplicate publication/"salami slicing" and appropriate action may be taken by the Editor which may range from rejection of the manuscript to debarment of the authors(s) from further publication in the Journal.
6. Any such material should be made accessible to the Editor and should only be used with referencing according to the guidelines of authorship. This may otherwise form the basis of a redundant publication/duplicate publication/"salami slicing" and appropriate action may be taken by the Editor which may range from rejection of the manuscript to debarment of the authors(s) from further publication in the Journal.
7. It is emphasized that the Journal considers self plagiarism as equally unethical as plagiarism in any other form. If material is to be used from the authors' previous work, standard referencing guidelines must be followed.
8. All manuscripts submitted to the Journal will be checked for plagiarism. If a manuscript submitted for publication (or a manuscript accepted for publication or an article that has already been published in the Journal) is found to be based on plagiarized material, the Editor will be obliged to write to the author(s) seeking an explanation. The corresponding author will be required to respond with an explanation within 30 days of receiving the letter from the editor.
9. Any such manuscript for review will be held up till the matter is resolved.
10. After receiving the author's explanation, if considered necessary, the Editor may also send a letter of information to the Head of the Institution or any other relevant authority at the author(s) institution. A similar letter may also be sent to the Higher Education Commission of Pakistan and the Pakistan Medical and Dental Council for information and possible action.
11. In case an acceptable explanation is provided by the author(s), the Editor may recommend appropriate changes after which the review process for the submitted manuscript may commence.
12. In case of failure of author(s) to either respond within the stipulated time, or in case they are unable to provide a suitable explanation, the Editor will convene a meeting of the Plagiarism Committee of the Board of Editors of the Journal to consider further action.
13. Further action will depend upon the nature of the offence and may include rejection of the manuscript from publication along with possible debarment of the author(s) from further publishing in the Journal. The period of debarment will depend upon the nature of the offence and may range from a period of a few months to permanent.
14. Information regarding this action may be published in the forth coming issue of the Journal on a numbered page.
15. In case of confirmation of plagiarism on an already published article, the Editor will be obliged to withdraw the article from the journal website, Medline and Pakmedinet.

Plagiarism, if detected and proved, would be considered a punishable offence. Immediate and unbiased action will be taken by the Plagiarism Committee.

General Guidelines


1. One original and two duplicate manuscripts should be submitted. An electronic copy must also be submitted on a compact disc or sent by email. If the manuscript is sent by email, the original and duplicate manuscripts need not be submitted unless asked for. The manuscript should be typed double-spaced throughout with 1¼ cm (½ inch) paragraph indentation, using only one side of each 22 x 28 cm (8½ x 11 inch) opaque bond paper with 3-cm margins (1¼ inch) all around. Preferred font styles and sizes are: Times New Roman 12, Arial 11, Tahoma 11, & Verdana 11.

Title Page

1. The title should be as concise as possible. Include only the full names of the authors directly affiliated with the work starting with the first name, middle initial if any, and last name. The highest educational attainment or title of the authors should be included as an attachment whenever appropriate; name and location of no more than three institutional affiliations may be included.
2. If the paper has been presented in a scientific program or convention, provide a footnote giving the name, location and date of the meeting.

The Title Page

- ◆ Good Titles
- ◆ Author Listings
- ◆ Disclaimers




The title page of the manuscript should include:

- Concise and informative title (less than 14 words)
- Complete by line, with first, middle and last names of each author.
- Complete affiliation for each author, with the name of department (s) and institution (s) to which the work should be attributed. Name, address and telephone number and email address (necessary) of one author responsible for correspondence about the manuscript.
- Clearly identify the corresponding author.
- Source(s) of support in the form of grants equipment, drugs, or all of these.
- Disclaimer, if any.
- Word count of abstract with 3-5 MeSH words
- Word count of main article, excluding abstract and references.

The Title Page

- ◆ Most Common Types of Titles (Jamali and Nikzad, 2011)
 - ◆ Declarative (main findings and conclusions stated)
 - ◆ Descriptive (subject of the article without conclusion)
 - ◆ Interrogative (subject in the form of a question)
- ◆ APA (2009) tips
 - ◆ Avoid long titles (<12 words)
 - ◆ Use a colon to add additional information to titles
 - ◆ Do not use acronyms without spelling them out
 - ◆ Avoid irony, puns, humor in titles

Trilateral retinoblastoma: a systematic review and meta-analysis

Dr [Marcus C de Jong](#) MD ^a , [Wijnanda A Kors](#) MD ^b, [Pim de Graaf](#) MD ^a, Prof [Jonas A Castelijns](#) MD ^a, Prof [Tero Kivelä](#) MD ^d, Prof [Annette C Moll](#) MD ^c

^a Department of Radiology and Nuclear Medicine, VU University Medical Center, Amsterdam, Netherlands

^b Department of Pediatric Oncology, VU University Medical Center, Amsterdam, Netherlands

^c Department of Ophthalmology, VU University Medical Center, Amsterdam, Netherlands

^d Department of Ophthalmology, Helsinki University Central Hospital, Helsinki, Finland

 Correspondence to: Dr Marcus C de Jong, Department of Radiology and Nuclear Medicine, VU University Medical Center, PO box 7057, 1007 MB Amsterdam, Netherlands

From Lancet, latest online edition

Will asking a question get your science paper cited more?

Lots of stuff other than content can influence why scientific papers are cited by academics



Ben Goldacre

The Guardian, Friday 14 October 2011 17.45 BST

 [Jump to comments \(24\)](#)



'How big is a giant sperm?' is a favourite title for interrogative types of papers.

Photograph: © Visuals Unlimited/Corbis

In an ideal world, you might imagine that scientific papers were only cited by academics on the basis of their content. This might be true. But lots of other stuff can have an influence.

The Manuscript

- ◆ The Electronic and Hard Copies
- ◆ Preferred Manuscript Format

Abstract

For original articles, the abstract should contain no more than 200 words and should have a structured format consisting of the objective, methodology, results and conclusion. For case reports, the abstract should be from 50 to 75 words and need not be structured. At least 3 keywords, preferably using terms from the Medical Subject Headings (MeSH) list of Index Medicus, should be listed horizontally under the abstract for cross-indexing of the article.

The Abstract

- ◆ Structured Abstracts
- ◆ The Making of a Good Abstract
- ◆ MESH headings

(FROM THE EUROPEAN RESPIRATORY SOCIETY)

A good abstract should address the five following questions in the relevant sections:

1. "Why did you start?" – **Introduction or background**

You should summarise, preferably in one sentence, the current knowledge, or state-of-the-art, specifically in relation to the work you are presenting.

2. "What did you try to do?" – **Aims and objectives**

Here, you should state the aim of the study, and ideally include a short statement of the study's hypothesis. A legitimate scientific study is not done "to prove that something is true" but rather "to find out whether it is true." The difference may seem small, but it makes a huge difference. A formal hypothesis shows that you were objective.

3. "What did you do?" – **Methods**

In an abstract, the description of the methods has to be concise, and much of the details of what was done must be omitted. However, in a few short sentences, you can give the reader a good idea of the design of the study, the context in which it was done, and the types of patients or measurements that were included.

4. "What did you find?" – Results

It is important to give the main results of the study, not just in subjective terms ("We found device X to be superior to device Y") but also in the form of some real data. You will need to choose which findings to report here: it should be the most important data in your study, and the findings on which your conclusions will be based. Do not include a table or figure unless you need it to show your results.

5. "What does it mean?" – Conclusions

Here, space limitations generally limit you to a single sentence of why you think your findings are important, and their potential implications. Keep your conclusions reasonable and supportable by the findings of your study. Remember that if your study was restricted to certain patients, or a particular therapy, or a specific device, its results may not extend beyond these restrictions.

Examples of unnecessary content in a abstract

Bibliographic references

Details about the laboratory and other assessments conducted as part of safety assessments (this is because such tests are routinely performed in clinical studies), unless there is a specific need to highlight these in the abstract.

Details about the statistical methods employed and the software used, unless there is a specific reason why these details are necessary in the abstract.

Sociodemographic details, unless these are necessary for the proper interpretation or generalization of the findings.

Details about the value of the statistical criterion for a test and its degrees of freedom (eg, Chi-square=7.49, df=1, $P<0.001$); it is sufficient to merely indicate significance in the sentence or state the P value in parentheses after describing the finding.

MeSH: Suggestions for Authors

- ◆ Consult IFA before selecting keywords
- ◆ MeSH on demand (from an abstract, for ex) or NLM text indexer (to find MESH terms)
- ◆ MeSH browser
- ◆ Search PubMed to find articles on similar topics, and review the MeSH headings assigned to these articles

Health Risk Assessment of Heavy Metals in Manila Catfish (*Arius dispar*) from Laguna Lake

Victorio B. Molina

*Department of Environmental and Occupational Health, College of Public Health,
University of the Philippines Manila*

Objective. The main objective of this study is to provide an assessment of the risks to human health associated with the exposure to heavy metal bioaccumulation in Manila Catfish (*Arius dispar*) from Laguna Lake.

Methods. Manila Catfish (common name Kanduli) samples were collected in eight sampling stations in three major areas of the lake during the dry and wet seasons. Dry season samples were collected from May to June 2010 and wet season samples from September to November 2010. Coordinates of sampling locations were recorded using Global Positioning System to facilitate re-sampling activities and ensured that subsequent samples for the wet season were collected in the area as that of the wet season samples. Heavy metals analyses for cadmium, lead, arsenic, and chromium were conducted using Atomic Absorption Spectrophotometer and Mercury Analyser for mercury. Estimates of health risks associated with Kanduli consumption were estimated based on non-carcinogenic health effects of heavy metals.

Results. Non-carcinogenic Health Quotient (NHQ) values of the five heavy metals showed that lead is the most significant pollutant of concern in terms of adverse health effects from risks associated with Kanduli consumption from the lake.

Conclusion. From the point of view of disease prevention and control, long term consumption of Kanduli from Laguna Lake is expected to increase health risk due to lead contamination.

Key Words: bioaccumulation, Manila Catfish, lead, arsenic, cadmium, chromium, mercury, heavy metals, health risk assessment, Laguna Lake

2. The manuscript should be arranged in sequence as follows: (1) Title Page (2) Abstract (3) Text (4) References (5) Tables (6) Figures & Illustrations. A manuscript for an original article should not exceed 25 typewritten pages (including tables, figures, illustrations and references). The text for case reports should not exceed 10 pages, including the visual aids and references. All manuscripts not complying with the above shall be promptly returned.
3. References should be selective and pertain directly to the work being reported.
4. All the sheets of the manuscript should be labelled with the family name of the main/first author (all in capital letters) and page number (in Arabic Numeral) printed on the upper right corner.

The Text

- ◆ Text structure/organization
- ◆ Basic rules
- ◆ Proper Acknowledgments

tissue diagnosis of schwannoma can be made according to the common histologic features and immunohistochemical profile commonly associated with this entity. The pathologist interpreting the FNA specimen and the surgeons performing the excision of a parotid mass should keep the diagnosis of an intraparotid schwannoma in the differential diagnosis in order to prevent unnecessary or potentially harmful surgery.

We would like to thank the following individuals: Christie J. Finch, MD, for her significant contributions and edits to this manuscript, and Francis H. Gannon, MD, for review of the manuscript. We would also like to thank Nadia Mohyuddin, MD, for intraoperative photographs of the case, and Jason E. Moss, MD, for assistance with preparation and formatting of figure photomicrographs.

References

1. Ansari MH. Salivary gland tumors in an Iranian population: a retrospective study of 130 cases. *J Oral Maxillofac Surg.* 2007;65(11):2187–2194.
2. Balle VH, Greisen O. Neurilemmoma of the facial nerve presenting as parotid tumors. *Ann Otol Rhinol Laryngol.* 1984;93(1):70–72.
3. Sneige N, Batsakis JG. Primary tumors of the facial (extracranial) nerve. *Ann Otol Rhinol Laryngol.* 1991;100(7):604–606.
4. Marchioni D, Alicandri Ciuffelli M, Presutti L. Intraparotid facial nerve schwannoma: literature review and classification proposal. *J Laryngol Otol.* 2007; 121(8):707–712.
5. Caughey RI, Mav M, Schaitkin RM. Intraparotid facial nerve schwannoma*

Ref References

1. References in the text should be identified by Arabic Numerals in superscript on the same line as the preceding sentence.
2. References should be typed double-spaced on a separate sheet. They should be numbered consecutively in the order by which they are mentioned in the text. They should not be alphabetized.
3. All references should provide inclusive page numbers.
4. Journal abbreviations should conform with those used in PubMed.
5. A maximum of six authors per article can be cited; beyond that, name the first three and add " et al."
6. The style/punctuation approved by Acta Medica conforms to that recommended by the ICMJE, which is the ANSI standard style used by the NLM, and should follow the format of the examples shown below:

References

- ◆ Following the Rules for References
- ◆ Journals, the Web, Books and preferred formats
- ◆ Doi's



What is a digital object identifier, or DOI?

A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically.

All DOI numbers begin with a *10* and contain a prefix and a suffix separated by a slash. The prefix is a unique number of four or more digits assigned to organizations; the suffix is assigned by the publisher and was designed to be flexible with publisher identification standards.

We recommend that when DOIs are available, you include them for both print and electronic sources. The DOI is typically located on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article.

Case Report: Metastatic mesothelioma to the thyroid

Sarika N. Rao, Archana Swami, Ashraf Khan, Madhavi Toke, Giles Whalen, Andrew Fischer, Mira Sofia Torres

CytoJournal 2014, 11:11 (22 May 2014)

DOI:10.4103/1742-6413.132984 PMID:24987442

[\[ABSTRACT\]](#) [\[HTML Full text\]](#) [\[PDF\]](#) [\[Mobile Full text\]](#) [\[EPub\]](#) [\[PubMed\]](#) [\[Sword Plugin for Repository\]^{Beta}](#)

Research Article: Authors attain comparable or slightly higher rates of citation publishing in an open access journal (CytoJournal) compared to traditional cytopathology journals - A five year (2007-2011) experience

Nora K Frisch, Romil Nathan, Yasin K Ahmed, Vinod B Shidham

CytoJournal 2014, 11:10 (29 April 2014)

DOI:10.4103/1742-6413.131739 PMID:24987441

For journal articles, list the first six authors, et al. Hoshimoto-Iwamoto M, Koike A, Nagayama O, Tajima A, Uejima T, Adachi H, et al. Determination of the VE/VCO₂ slope from a constant work rate Exercise test in Cardiac patients. J Physiol Sci 2008; 58: 291-5.

Dalby MA. Epilepsy and three per second spike and wave rhythms: a clinical electroencephalographic and prognostic analysis of 346 patients. Acta Neurol Scand 1969; suppl 40: 1-30.



For books and book chapters, follow the examples below:

Drury I. Activation of seizures by hyperventilation. In: Luders HO, Noachtars, eds. Epileptic seizures: pathophysiology and clinical semiology, Philadelphia: Churchill & Livingstone, 2000; pp 575-9.

For newspaper articles:

Carynrabin R. When the Surgeon is infected, how safe is the surgery? New York Times 2007 July 3. Journal article in electronic:

Jonas J, Vignal JP, Baumann C, Anxionnat JF, Muresan M, Vespignani H, et al. Effect of hyperventilation on seizure activation: potentiation by antiepileptic drug tapering. J Neurol Neurosurg Psychiatry. Published Online First: 20 June 2010 doi:10.1136/jnnp.2009.200329.

Monograph in electronic form

CDI, clinical dermatology illustrated [monographs on CD-ROM] Reeves JRT, Maibach H. CMEA Multimedia group, producers 2nd ed. Version 2.0. San Diego: CMEA, 1995.

Conference proceedings


Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology, 1995 Oct 15-19, Kyoto, Japan. Amsterdam: Elsevier, 1996.

Dissertation

Kaplan SJ. Post-hospital home health care the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univ., 1995.

Volume with supplement

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. Environ Health Perspect, 1994;102 Suppl 1:275-82.



Volume with supplement

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. Environ Health Perspect, 1994;102 Suppl 1:275-82.

World Wide Web page

Beckleheimer J. How do you cite URL's in a bibliography? [online] 1994 [cited 2000 Dec 13]. Available from: URL:

<http://www.nrlssc.navy.mil/meta/bibliography.html>



World Wide Web page (no author)

Educating America for the 21st century: Developing a strategic plan for educational leadership [online] 1994 [cited 1999 May 15]. Available from: URL:

<http://www.ilt.columbia.edu/CONF/Edplan.html>

World Wide Web Home page Curtin University of Technology. [Homepage of the Curtin University of Technology] [online] 2000 May 22 last update. [cited 2000 Jun 12]. Available from: URL:

<http://www.curtin.edu.au/>

Tables, Figures, and Graphs

- ◆ The Basic Rules for Submission
- ◆ Tips and Tricks

Tables

1. Cite all tables consecutively in the text and number them accordingly. Create tables preferably using a spreadsheet program such as MS Excel with one table per worksheet. Tables should not be saved as image files. The content of tables should include a table number (Arabic) and title in capital letters above the table, and explanatory notes and legends as well as definitions of abbreviations used below. Recommended font is Arial Narrow size 8.
2. Each table must be self-explanatory, being a supplement rather than a duplicate of information in the text. The use of too many tables is discouraged.

Figures and Graphs

1. Figures or graphs should be identified by Roman Numeral/s with titles and explanations underneath. The numbers should correspond to the order in which the figures/graphs occur in the text. It is recommended that figures/graphs also be submitted as image files (preferably as .jpeg or .gif files) of high resolution.
2. All identifying data of the subject/s or patient/s under study such as name, case numbers, etc., particularly in case reports, should be removed.

The Basics

- ◆ Illustrations/figures submitted as separate files; in the typeset, PDF figures placed appropriately within the text, as close as possible to their first mention
- ◆ Tables should be included in main manuscript file
- ◆ Author-provided figures never redrawn and published “as is” in most cases
- ◆ Figures should be numbered in the order they are first mentioned in the text
- ◆ Responsibility of the author to ask permission from copyright holder to reproduce tables and figures that have been previously published elsewhere; permission indicated in figure legend and original source included in the reference list
- ◆ In figures, included text must be legible; all fonts embedded

**Histogram of Glass Rod Strengths
(25psi bins)**

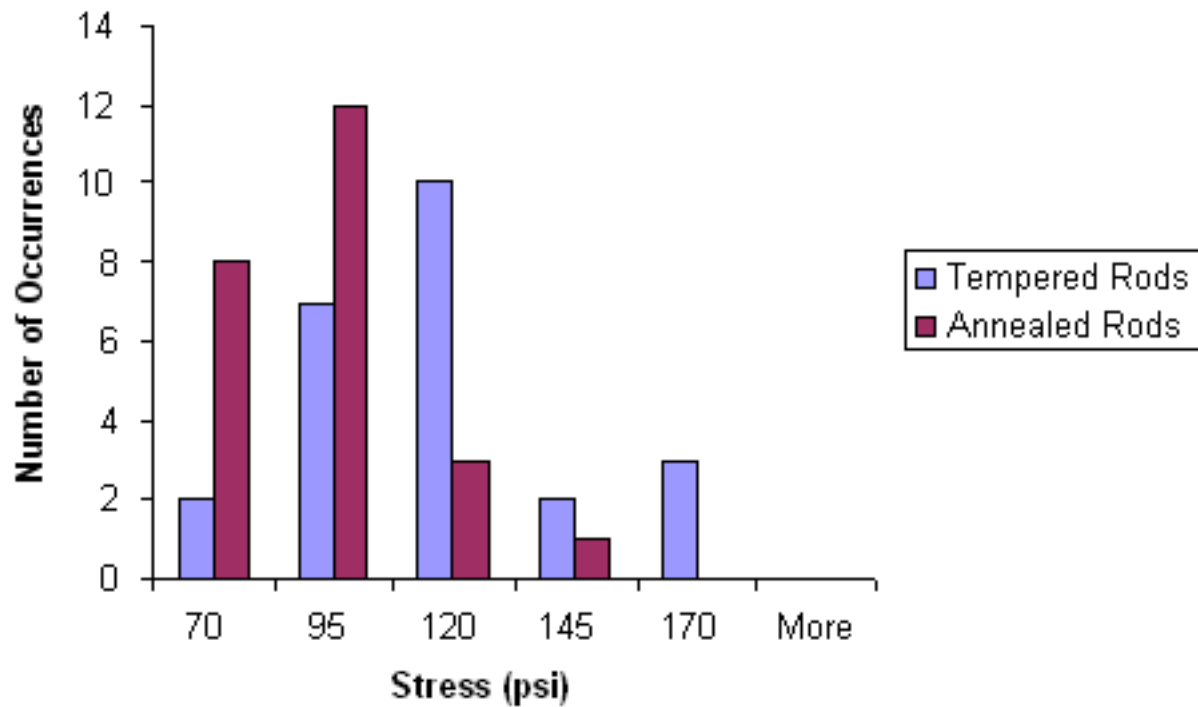


Table 1. Histogram of Glass Rod Strengths (25 psi bins)

Stress (psi)	No. of Occurrences	
	Annealed	Tempered
70	8	2
95	12	7
120	3	10
145	1	2
170	0	3
More	0	0

Incorrectly Formatted (Not a Word Table)

This table was not created using Word's table function and will require reformatting.

In what way is this table incorrectly formatted?

- Table was aligned using the tab key, not the Word table function, and will be reformatted before being typeset.
- The horizontal lines in this example were inappropriately inserted as images using Word's line drawing feature.
- It is unclear which columns the spanner head should span.

Example 4

Table 4. TextTextTextTextTextTextTextTextTextTextTextTextTextTextText.^{1,2}

	→→→Spanner head set with tabs					
Stub	→	One	→	Two	→	Three
→A	→	1.01	→	2.01	→	3.01
→B	→	10.02	→	20.02	→	30.02
→C	→	100.03	→	200.03	→	300.03

¹ TextTextTextTextTextTextTextTextText.

² TextTextTextTextTextTextTextTextTextTextText.

Illustrations and Photographs

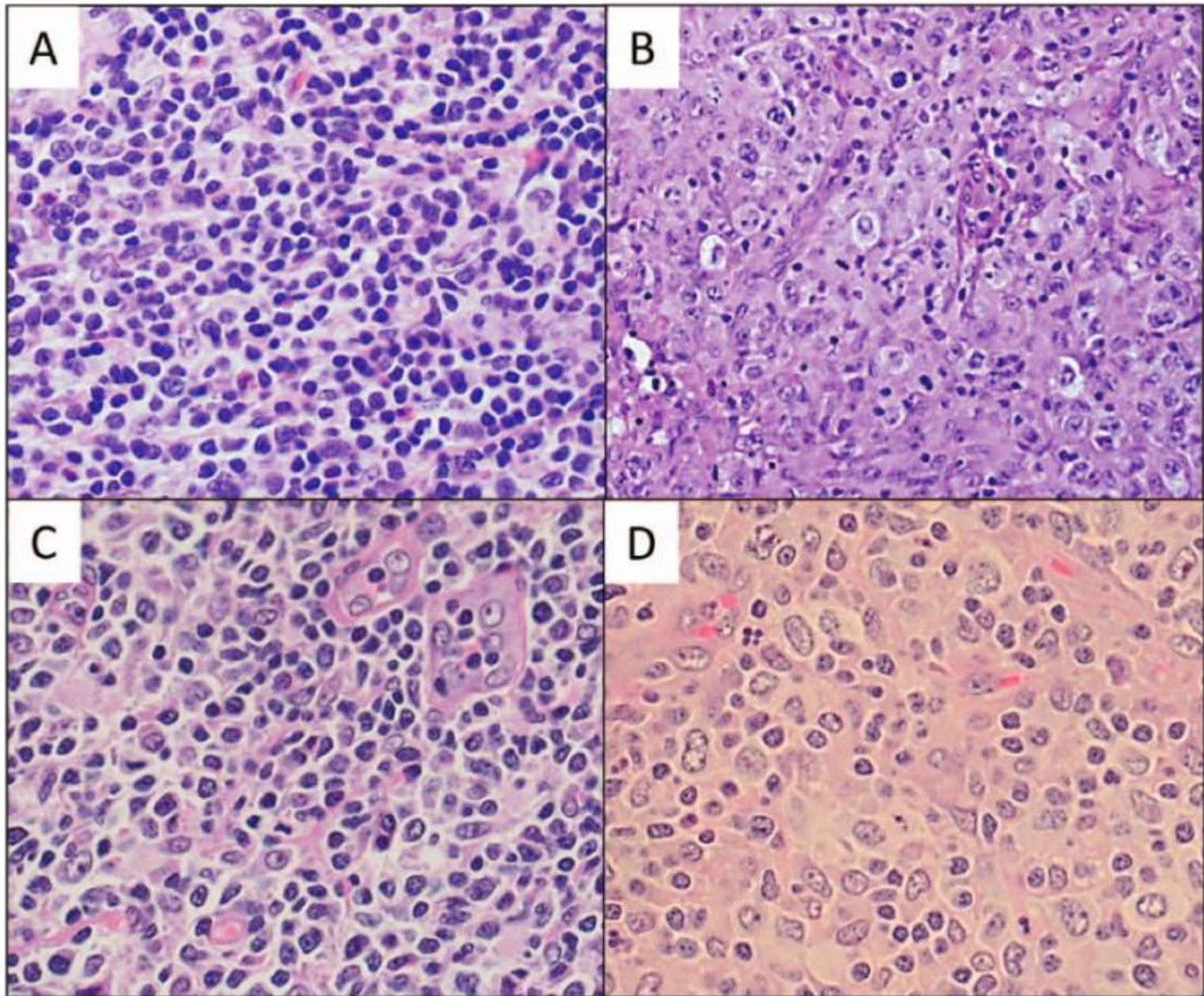
1. All illustrations/photographic prints should be submitted in duplicate and placed in separate envelopes.
2. Black and white glossy prints, unmounted, for photographs and photomicrographs are preferred. However, digital photographs are also accepted, and they should at least be 800 x 600 dpi.
3. Computer-generated illustrations which are not suited for reproduction should be professionally redrawn or printed on good quality laser printers. Photocopies are not acceptable.
4. All lettering for illustration should be done professionally and should be of adequate size to retain even after size reduction.
5. The principal author's last name and illustration number should be placed at the back of each illustration/photo print in soft pencil. An arrow on the gummed label indicating the top should be drawn.
6. For photomicrographs, the stain used (ex. H & E) and magnification (ex. X400) should be included in the description.

Illustrations/Photos

- ◆ Basic rules for good submission
- ◆ Radiographs and Photomicrographs

The Basics

- ◆ Photographs, scans, Xrays: high resolution bmp (jpeg, tiff, png) with original resolutions (at least 300 dpi)
- ◆ If photograph includes text, may need to convert original file to ppt or pdf or word (overlain)
- ◆ Photographs, xrays or scans of patients body parts: must have written/signed consent for publication from patient or guardian
- ◆ Obscure identity of patient in photograph/xray, edit in photoshop
- ◆ If using micrographs: details of magnification, stain used, microscope, camera, software manipulation, etc must be indicated in the figure legend or text (methods)
- ◆ Electrophoretic gels and blots: must have positive and negative controls



Morphologic appearance of original and transformed lymphomas. Hematoxylin-eosin–stained slides from patient 1 (A and B) and patient 2 (C and D). Both original lymphomas (A and C) consisted of small, irregular lymphocytes with scant cytoplasm. The transformed lymphomas (B and D) were composed of large, anaplastic cells, with open chromatin, single central nucleoli, and abundant amounts of eosinophilic cytoplasm. No significant residual population of small abnormal lymphocytes was present in this specimen for either patient (original magnifications $\times 400$ [A through D]).

Online Only?



Due to rising costs of publishing on paper in the Philippines, many journals (the Acta included) are contemplating, or have already started, to shift to "online only" status. In other words, the print copy of the journal had been phased out, or, for newer journals, have not ever been printed. The power of the internet, and the success of some journals that have done so in some countries, have made this revolutionary step possible. Can we do this successfully in the Philippines?

Can a country, with a very poor publishing history of its medical journals, shift to "online only" status and be more successful? What defines a "successful journal" anyway in this country?

For publishers, the cost savings for printing and the cost of distribution (mailing to subscribers, etc.) is considerable. Online subscriptions with options to print or download articles of interest should be considerably cheaper. The journal's reach should theoretically be unlimited, and availability to readers and countries "not even within reach" in the past will now be open. Website maintenance will become the most important concern, which is much cheaper than printing costs.

Are we now going to be flooded with "wanna be" online journal publishers? A quick survey of local online journals show that this has not been the case. In fact, print journals has still been the norm, with occasional

journals having online editions at the same time (like the Acta). The main problem appears to be the lack of

PUBLICATION CHARGES FOR 2014

Manuscript	For Authors in Pakistan	For Overseas Authors
Review Article	Rs.7,000	400USD
Original Article	Rs.6,000	400USD
Case Report	Rs.5,000	200USD
Short Report	Rs.5,000	250USD
Letter to the Editor	Rs.2000	100USD

CHARGES FOR STUDENT'S CORNER

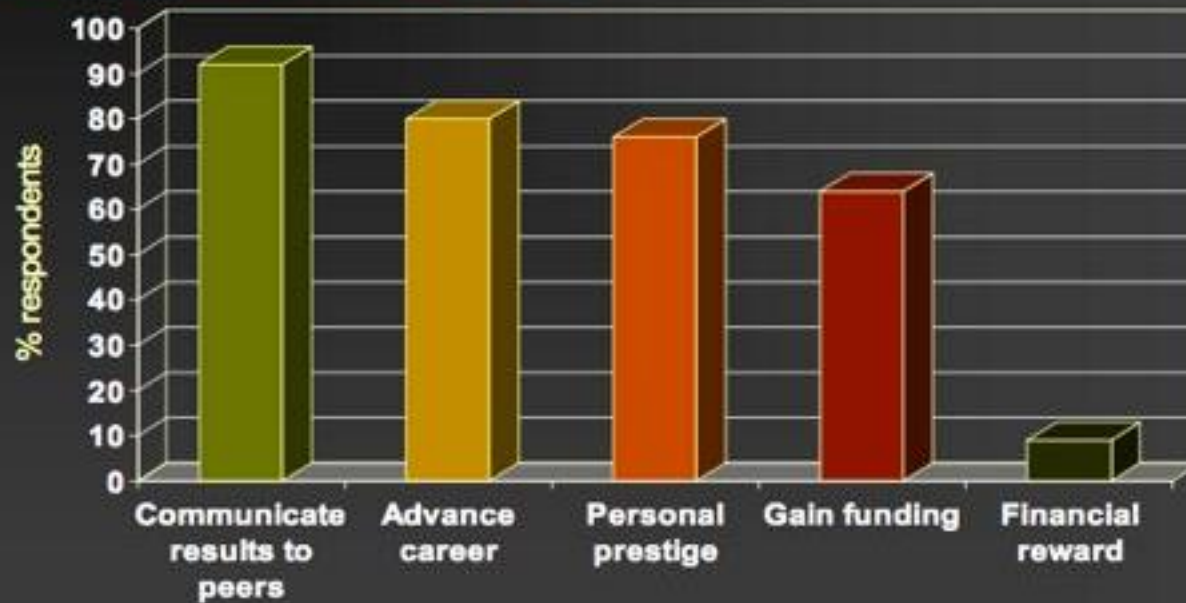
Manuscript	For Students in Pakistan	For Overseas Students
Review Article	Rs.3,500	150USD
Original Article	Rs.3,000	100USD
Case Report	Rs.2,500	75USD
Short Report	Rs.2,500	75USD
Letter to the Editor	Rs.1,000	50USD

Processing fees (for articles from Pakistan) Rs.2000/-

Processing fees (for overseas articles) USD100/-

Processing fees (for overseas Letter to the Editor) USD50/-

Why researchers publish their work



Key Perspectives Ltd

Remember...

- Universities are ranked based on number and level of publications

