

# The Chung Shan Medical Journal

## Instructions for Authors

1. This journal welcomes submissions of manuscripts related to the field of medical science. However, submitted manuscripts may not have been published in any other journal or publication.
2. This journal accepts submissions of manuscripts year round and is published twice per year in June and December. This journal accepts submissions of original research manuscripts, case reports, and review articles. This journal retains the right to accept or reject any submitted work. If the contents and writing style do not conform with the standards of this journal, the editor retains the right to request revision or to reject the manuscript.
3. Once accepted, the copyright to the manuscript belongs to this journal. Accepted manuscripts may not be reproduced or reprinted without the express written consent of the editorial committee of this journal.
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5. Original research articles are to include in sequence: Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, and References. Case reports are to be in the format of Abstract, Introduction, Case Report, Discussion and References. Other types of manuscripts do not need to follow these formats, but must include references and an abstract in Chinese.
6. Manuscripts are to be typewritten in English on white A4 paper with the text placed vertically. (Font size: 12; spacing: 1.5; font type: Times New Roman). The English-language abstract shall be the first page and may not exceed 300 words. The Chinese-language abstract may not exceed 500 characters and shall make up the last page. One to five keywords shall be provided in Chinese and English. Below is a description of the format of manuscript submissions:

First page: Above the abstract shall be placed the title of the manuscript, name(s) of author(s), and a running title of 40 English letters or less. Below the abstract are to be listed the research unit(s) the author(s) are attached to, as well as the name, address, telephone number and email address of the corresponding author. In the running title, the first letter of each word shall be capitalized except for prepositions and articles.

If the authors are associated with different organizations or units (university departments), the list of authors and their associated institutions shall be written as follows:

©In English: Xx-Xx Yu1, Xx-Xx Yang2\*, Xx-Xx Wu1, Xx-Xx Tsai1

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Body: Text, Acknowledgements, References, Figures and Tables and Chinese-language Abstract. Each table shall be placed on a separate page. The manuscript shall be submitted in the following format: Abstract, Text, Acknowledgements, References, Tables, Figure Legends, Figures and Chinese-language Abstract.

7. Manuscripts shall be submitted in printed format and electronic format. In addition, a copyright transfer form signed by all authors must be attached. In the text, figures shall be referred to as Fig.1, Fig. 2, etc. and tables as Table 1, Table 2, etc. In the figure legends and table descriptions, the first letter and proper nouns are to be capitalized. The remaining legend and table text are to be in lower case. All words to appear in italics shall be underlined in yellow.

8. Numerical data shall be reported using Arabic numerals. Temperature and units of measurements shall be written using International System of Units, such as cm, mm,  $\mu\text{m}$ , L, dl, ml,  $\mu\text{l}$ , kg, g, mg,  $\mu\text{g}$ , ng, pg, kcal,  $37^{\circ}\text{C}$ , msec,  $\text{mm}^3$ , %, etc. Substance shall be expressed in mol. Concentrations shall be expressed in mol/L or M. Also acceptable are mg/100ml and mg/dl. Absorbance shall be expressed in A, radioactivity in curie and frequency in Hz (hertz). Atomic weight notations shall be made in upper left superscript, for example:  $^{32}\text{P}$ ,  $^{14}\text{C}$ ,  $^{[32\text{P}]}\text{AMP}$ ,  $^{[1-14\text{C}]}\text{acetic acid}$ . Greek symbols, such as  $\alpha$ ,  $\beta$ ,  $\mu$ ,  $\chi$ , if unable to be typed shall be written in by hand. For other symbols and abbreviations, refer to IUPAC- IUB Document No. 1 (Arch Biochem Biophys 1966;115:1-12).
9. Figures or photographs shall be attached in electronic .jpg file in their original size. (Size must be 4 x 6 inches or larger with a resolution of at least 300dpi) to allow for clear printing. File names shall take into account the order in which the images appear in the manuscript.
10. References shall be listed in the order in which they appear in the text and are to be limited to approximately 30 in principle. In the text, references should be noted by an Arabic numeral in parentheses in upper right superscript.
11. For non English-language references, list the author(s) and book or periodical title. If there is an English translation of the title use that, otherwise write out the title in Romanization (and state the original language, e.g., In Japanese). In the text, if there are one or two authors, list all names. For three or more authors, list the first author followed by et al.
12. Following review of the manuscript, reviewer comments shall be sent to the corresponding author in English. All fees for English editing shall be the responsibility of the author(s).
13. Manuscripts shall be published in the order of approval following review. Following layout, the author(s) shall be responsible for reviewing and correcting manuscript proofs. The author(s) may review proofs no more than two times. No revisions may be made to the context of the manuscript. Corrections shall be returned to this journal within three days of receipt of proofs.
14. Following publication, the author(s) shall receive 10 reprints of the article.
15. For all other matters refer to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals of the International Steering Committee in The New England Journal of Medicine 336: 309-315, 1997.
16. Examples of citations:
  - A. Journals and other periodicals

For abbreviations of journal names, refer to Index Medicus. Author and editor names shall be in the format provided in the following example:

Sloots M, Scheppers EF, Van De Weg FB, Dekker JH, Bartels EA, Geertzen JH, Dekker J: Higher dropout rate in non-native patients than in native patients in rehabilitation in the Netherlands. International Journal of Rehabilitation Research 2009; 32: 232-7.
  - B. Book citation--author(s): title of book (edition), place published, name of publishing company, year of publishing and referenced page(s) . In English-language book titles, except for prepositions and articles, the first letter of each word is to be capitalized.

Example:

Plum F, Posner JB: Diagnosis of Stupor and Coma. Ed3. Philadelphia: Davis, 1980: 123-33.

  - C. Article contained within an edited book or book series

Author(s): Title of article. Editor(s), book title, edition (volume), place published, name of publishing company, year published: referenced page(s).

Levinsky NG: Fluid and electrolytes. In Thorn GW, Adams RD, Braunwald E (Eds): Harrison's Principles of Internal Medicine Ed8 New York, McGraw-Hill, 1977: 364-75.