

Notice to Authors

The Journal of Society of Colon and Rectal Surgeons (Taiwan) is pleased to publish reviews, original articles, case reports, meeting abstracts and brief communications.

The articles should have not been submitted simultaneously to another journal, have not been accepted for publication elsewhere and have not already been published in whole or in part.

Home page: www.crs.org.tw E-mail: scrstw@gmail.com

Authors are advised to consult a copy of the journal and prepare their papers in accordance with the Instructions for authors. Papers not meeting these criteria will be returned.

A covering letter must accompany all submissions, must be signed by all authors and must state the following:

All authors have participated in the work to take responsibility for the appropriateness of the method, design, collection, analysis, and interpretation of the data. All have reviewed and approved submission of the final version of the manuscript. The manuscript has not been published in whole or in part and is not being considered for publication elsewhere.

All authors transfer the copyright to their article to Society of Colon and Rectal Surgeons (Taiwan) effective if and when the article is accepted for publication. The copyright covers the exclusive and unlimited rights to reproduce and distribute the article in any form of reproduction (printing, electronic media or any other form); it also covers translation rights for all languages and countries.

Each manuscript component should be arranged in this sequence: title page, structured abstract and key words, a Chinese translation of the abstract and key words, text, acknowledgements, references, tables, and legends for illustrations.

Begin each of the following sections on a new page: title page, abstract and key words, a Chinese translation of the abstract and key words, introduction, materials and methods, results, discussion, acknowledgements, references, individual Tables, Legends, and Figures. The manuscript pages must be numbered consecutively, starting with the title page. Type the page number in the lower right-hand corner of each page. Manuscripts that do not conform to these requirements will be returned for recasting.

The title page of the manuscript should include: (1) title of the article, (2) name of each author, (3) department and institution to which the work should be attributed, (4) name, address, telephone and Fax numbers and e-mail address of the corresponding author, (5) sources of financial support, (6) a short running title, (7) The category in which the manuscript is being submitted (original article, case report, etc.).

The second page should carry an abstract and from 3 to 5 key words. The abstract must not exceed 250 words in English and should be structured with the headings: Purpose, Methods, Results, and Conclusions. Abbreviations, footnotes and references should not be used in the Abstract. Use terms from the Medical Subject Heading list from Index Medicus whenever possible.

The Chinese translation of the abstract must not exceed 500 characters.

The text of original articles should be organized as follows with the headings: Introduction, Materials and Methods, Results, Discussion, and Conclusions. The text of case reports should be divided into sections with the headings: Introduction, Case report, and Discussion.

Reviews are usually commissioned by the Editorial Board of The Journal of Society of Colon and Rectal Surgeons (Taiwan).

Brief communications must not exceed 1 pages.

Number references consecutively in the order in which they are first mentioned in the text. Identify references by superscript numbers without parenthesis. To arrange the references, the author should consult the Index Medicus.

Examples of correct references:

Journals: Lin JK, Won JGS. Anorectal manometric study of patients with long term diabetes mellitus. *J Soc Colon and Rectal Surgeons (Taiwan)* 2001;12:1-6.

Books: Levinsky NG. Fluid and electrolytes. In: Thorn GW, Adams RD, Braunwald E, Isselbacher K, Petersdorf RG, Eds. *Harrison's Principles of Internal Medicine*. 8th ed. New York: McGraw-Hill, 1977:364-75.

Type and number each table on a separate page with a brief title. For footnotes in tables, use the following symbols in this sequence: a, b, c, d, e, ... Abbreviations used in the table must be defined in a footnote to the table. Omit internal horizontal and vertical lines. Cite each table in the text in consecutive order.

Illustrations are justified if they clarify or reduce the text. The same data must not be presented in both graph and table form. Illustrations in a form suitable for reproduction must be submitted separately from the text. Each illustration should have a label pasted on its back indicating the figure number, the authors, and the top of the figure. Include a measure of magnification of photomicrographs. Do not write on the back of the illustrations, or scratch or mar them using paper clips. Do not bend illustrations.

Type legends for illustrations double spaced, starting on a separate page with Arabic numerals corresponding to the illustrations. Information given in legends for illustrations should not be repeated in the text.

For color illustrations the authors will be expected to make a contribution towards the extra costs. Line drawings are acceptable as clear black on white graphics, good-quality computer prints or photocopies.

Any table or illustration reproduced from a published work must give the original source in full. You must obtain permission from the original author and the publisher before submission.

Use only standard abbreviations and symbols. Abbreviations must be defined at the first mention in the text and each table and figures. Avoid abbreviations in the title.

Numerals should be Arabic, but should be spelled out in the beginning of a sentence. All measures should be presented in SI units (The International System of Units).

Thirty complementary copies of reprints of the article are supplied. If more reprints are needed, they may be ordered during the first proofreading.

Guidelines for the Submission of Manuscripts

You could mail your manuscript under this home page: www.crs.org.tw

If you are planning to submit a manuscript in this format, please check box.

Please contact to us to make sure we have received your manuscript after mail to us.

1. Keyboarding of Manuscripts

- (1) Our equipment can handle the following programs in "native" format: MS Office Word (including *.pdf, *.doc, *.ppt or *.zip, *.rar)
- (2) All design considerations for typefaces, page layout, and artwork will be handled by the publisher after receipt of the electronic manuscript. There is no need for the author to input special typesetting codes.

(3) Be especially sure to distinguish between the letters O and I and the numbers 0 and 1, respectively.

(4) Any questions regarding these instructions should be directed to Editorial assistant:

Tel: +886-2-2875-7544 Ext.113; Fax: +886-2-2875-7639; Home page: www.crs.org.tw

E-mail: scrstw@gmail.com

2. Organization and Delivery of Electronic Files

(1) Accepted manuscripts should be submitted (which must be Windows format). The author should retain copies of all files as backup. All diskettes must be accompanied by the final revision and a duplicate copy of the manuscript (including two clearly separated and labeled sets of illustrations) in full conformity with the standard information for Authors on the preceding pages.

(2) Diskettes should each be labeled with:

(a) author's name

(b) short title of article

(c) operating system

(d) format

(e) word processor used, including version number

For example, Windows 98/XP/HD/MSWord/WordPerfect 6.0. Here Windows 98/XP indicates the operating system, HD (High-Density) or 1.44MB indicates the diskette's physical format, and the remainder indicates the word processor used.

(3) If possible, it is helpful to have additional material such as figure legend and references saved as individual files-one file for each category. A file key should accompany the diskette.

Please submit your word-processing diskette, the final revision and a duplicate copy of your manuscript, and two clearly separated and labeled sets of illustrations to:

中華民國大腸直腸外科醫學會 11217 台北市北投區石牌路二段 201 號

Division of Colon and Rectal Surgery, Taipei Veterans General Hospital

No. 201, Sec. 2, Shipai Rd., Beitou Dist., Taipei City 11217, Taiwan

Tel: +886-2-2875-7544 Ext. 113; Fax: +886-2-2875-7639; Home page: www.crs.org.tw

Journal of Society of Colon and Rectal Surgeons, Taiwan

Publisher : Shung-Haur Yang

Editor-in-Chief : Hsi-Hsien Hsu

Senior Editorial Board : Shih-Ming Wang Jen-Kou Lin Hong-Arh Fan Hung Hsu

Editorial Board : Min-Chi Chang Chien-Kuo Liu Pao-Shiu Hsieh Tzu-Liang Chen
Chung-Hung Yeh Shih-Ching Chang Wen-Shih Huang Jeng-Fu You
Ching-Wen Huang Feng-Fan Chiang Chien-Chih Chen Yuan-Tzu Lan
Tao-Wei Ke Jaw-Yuan Wang Hong-Hwa Chen Jeng-Kai Jiang
Wen-Sy Tsai Bo-Wen Lin

Editorial Secretaries : Hung-Hsin Lin Hsiao-Ching Hung

Editorial Office : Society of Colon and Rectal Surgeons, Taiwan

No. 201, Sec. 2, Shipai Rd., Beitou Dist., Taipei City 11217, Taiwan

TEL: 886-2-2875-7544 Ext.113 FAX: 886-2-2875-7639

E-MAIL: scrstw@gmail.com <http://www.crs.org.tw>

Printing Office: Amvo Publishing Company; Tel: 886-2-2365-9541; Fax: 886-2-2365-1784

中華民國大腸直腸外科醫學會雜誌

發行人 : 楊純豪

總編輯 : 許希賢

資深編輯委員 : 王世名 林楨國 范宏二 徐弘

編輯委員 : 張敏琪 劉建國 謝寶秀 陳自諒

葉重宏 張世慶 黃文詩 游正府

黃敬文 蔣鋒帆 陳建志 藍苑慈

柯道維 王照元 陳鴻華 姜正愷

蔡文司 林博文

編輯秘書 : 林宏鑫 洪小晴

發行所 : 中華民國大腸直腸外科醫學會

11217 台北市北投區石牌路二段 201 號

臺北榮民總醫院中正樓 11 樓大腸直腸外科辦公室

TEL: 886-2-2875-7544 Ext.113 FAX: 886-2-2875-7639

E-MAIL: scrstw@gmail.com <http://www.crs.org.tw>

印刷者 : 安和出版社有限公司 Tel: 886-2-2365-9541;

Fax: 886-2-2365-1784
