

# INSTRUCTIONS TO AUTHORS

The *Formosan Journal of Musculoskeletal Disorders (FJMD)* aims to publish high quality scientific research in the field of Musculoskeletal System, with the goal of promoting and disseminating medical science knowledge to improve global health.

Articles on clinical, laboratory and social research in medicine and other related fields that are of interest to the medical profession are eligible for consideration. Review articles, original articles, case reports, short communications, and letters to the editor are accepted. The journal is published every 3 months (frequency), with a total of 4 issues a year.

The Editorial Board requires authors to be in compliance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMs)*; current URMs are available at <http://www.icmje.org>

## 1. Manuscript Submission

The *FJMD* accepts submissions through <http://www.ipress.tw/J0067>. If assistance is needed, the Editorial Office can be contacted for any help necessary.

Editorial Office

*Formosan Journal of Musculoskeletal Disorders*

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## Important information

- Articles submitted should be in Microsoft Word document format and prepared in the simplest form possible. We will add in the correct font, font size, margins and so on according to the journal's style.
- You may use automatic page numbering, but do NOT use other kinds of automatic formatting such as footnotes, endnotes, headers and footers.
- Put text, references, and table/figure legends in one file.
- Figures must be submitted as separate picture files, at the correct resolution of a minimum of 600 dpi. The files should be named according to the figure number and format, e.g., "Fig1.tif," "Fig2.jpg."

*Please ensure that the following documents are included (refer also to the checklist that follows these author instructions):*

- (1) A cover letter. It must include your name, address, telephone and fax numbers, and e-mail address, and state that all authors have contributed to the paper and have never submitted the manuscript, in whole or in part, to other journals. Your signature and those of ALL your coauthors must be included.
- (2) A conflict of interest disclosure statement (see relevant section below).
- (3) A copyright transfer statement. You may use the form that follows these author instructions.
- (4) Articles covering the use of human samples in research and human experiments must be accompanied by a letter of approval from the relevant review committee (see relevant section below).
- (5) Articles covering the use of animals in experiments must be accompanied by a letter of approval from the relevant authorities.
- (6) Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified (see relevant section below).
- (7) Where material has been reproduced from other copyrighted sources, the letter(s) of permission from the copyright holder(s) to use the copyrighted sources must be supplied.

## 2. Disclosure of Conflicts of Interest

All authors are required to sign and submit the following financial disclosure statement at the time of manuscript submission:

*I certify that all my affiliations with or financial involvement in, within the past 5 years and foreseeable future, any of the subject matter or materials discussed in the manuscript are completely disclosed (e.g., employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, royalties).*

Authors who have no relevant financial interests should provide a statement indicating that they have no financial interests related to the material in the manuscript.

## 3. Ethical Approval of Studies and Informed Consent

For human or animal experimental investigations, appropriate institutional review board or ethics committee

approval is required, and such approval should be stated in the methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. *Declaration of Helsinki: ethical principles for medical research involving human subjects*. Available at: <http://www.wma.net/e/policy/pdf/17c.pdf>).

For investigation of human subjects, state explicitly in the methods section of the manuscript that informed consent was obtained from all participating adult subjects and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (e.g., oral or written).

#### **4. Identification of Patients in Descriptions, Photographs and Pedigrees**

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs and pedigrees should be obtained from all subjects (parents or legal guardians for minors) who can be identified (including by the subjects themselves) in such written descriptions, photographs or pedigrees. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

#### **5. Previous Publication or Duplicate Submission**

Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration in totality or in part by another publication or electronic medium.

#### **6. Basic Criteria**

Articles should be written in English (using American or UK English spelling) and meet the following basic criteria: the material is original, the information is important, the writing is clear and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

### **7. Categories of Articles**

#### **7.1. Review Articles**

These should aim to provide the reader with a balanced overview of an important and topical subject in the field, and should be systematic and critical assessments of literature and data sources. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated. The text should not exceed 4,500 words. By invitation only. The format for review articles will be jointly decided by the Editors and the contributing author.

#### **7.2. Original Articles**

These articles typically include randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case-control studies, and surveys with high response rates, which represent new and significant contributions to the field.

**Section headings** should be: Abstract, Introduction, Methods, Results, Discussion, Acknowledgments (if applicable) and References.

**The Introduction** should provide a brief background to the subject of the paper, explain the importance of the study, and state a precise study question or purpose.

**The Methods** section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, or data sources and how these were selected for the study, patient samples or animal specimens used, explain the laboratory methods followed), and state the statistical procedures employed in the research.

**The Results** section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of any interventions, the main outcome measures, and the main results.

**The Discussion** section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results.

The text should not exceed 3,500 words.

### **7.3. Case Reports**

These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel techniques, novel use of equipment, or new information on diseases of importance. Section headings should be: Abstract, Introduction, Case Report, Discussion, Acknowledgments (if applicable) and References.

**The Introduction** should describe the purpose of the present report, the significance of the disease and its specificity, and briefly review the relevant literature.

**The Case Report** should include the general data of the case, medical history, family history, chief complaint, present illness, clinical manifestation, methods of diagnosis and treatment, and outcome.

**The Discussion** should compare, analyze and discuss the similarities and differences between the reported case and similar cases reported in other published articles. The importance or specificity of the case should be restated when discussing the differential diagnoses. Suggest the prognosis of the disease and possibility of prevention.

The text should not exceed 2,000 words.

### **7.4. Letters to the Editor**

Letters are welcome in response to previously published articles, and may also include interesting cases that do not meet the requirement of being truly exceptional, and other communications of general interest. Letters should have a title and include appropriate references (no more than 5 references), and include the author's mailing and e-mail addresses. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review, at the discretion of the Editors. Letters are selected based on clarity, significance, and space. The text should not exceed 500 words.

### **7.5. Short Communications**

These reports should be concise presentations of clinical or preliminary experimental results. The abstract should not exceed 150 words. The text should not exceed 1,200 words, with no more than four figures or tables and no more than 10 references. The editors reserve the right to decide what constitutes a Short Communication.

## **8. Manuscript Preparation**

Text should be typed double-spaced on one side of white A4 (297 × 210 mm) paper, with outer margins of 2.5 cm. A manuscript should include a title page, abstract, text, references, acknowledgments, and figures and tables as appropriate. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

### **8.1. Title Page**

The title page should contain the following information (in order, from the top to bottom of the page):

- category of paper
- article title
- names (spelled out in full) of all authors\*, and the institutions with which they are affiliated
- running title not exceeding 50 characters
- corresponding author details (name, e-mail, mailing address, telephone and fax numbers)

\**The name of each author should be written with the family name last, e.g., Jing-Long Huang. Authorship is restricted only to direct participants who have contributed significantly to the work.*

### **8.2. Abstracts**

Abstracts should be no more than 300 words in length. Abstracts for Original Articles should be structured, with the section headings: Background/Introduction, Purpose(s)/Aim(s), Methods, Results, Conclusion. Abstracts for Case Reports are unstructured, but should include the significance and purpose of the case presentation, the diagnostic methods of the case, the key data, and brief comments and suggestions with regard to the case. For all article categories, 3–5 relevant keywords should also be provided in alphabetical order.

### **8.3. Main Text**

The text for Original Articles should be organized in sections as follows: Introduction, Methods, Results, and Discussion. Sections for Case Reports are: Introduction, Case Report, and Discussion. Each section should begin on a new page.

#### **8.3.1. Abbreviations**

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses.

Thereafter, the abbreviation may be used. Restrict the number of abbreviations to those that are absolutely necessary.

### 8.3.2. Units

Système International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

### 8.3.3. Names of Drugs, Devices and Other Products

The generic term should be used, unless the specific trade name is directly relevant to the discussion.

### 8.3.4. Statistical Requirements

Statistical analysis is essential for all research papers except case reports. Use correct nomenclature of statistical methods (e.g., two sample *t* test, not unpaired *t* test). All *p* values should be presented to the third decimal place for accuracy, unless they are less than 0.001. Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail.

### 8.3.5. Acknowledgments

General acknowledgments for consultations, statistical analysis, etc., should be listed concisely at the end of the text, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section.

All financial and material support for the research and work from internal or external agencies, including commercial companies, should be clearly and completely identified. Ensure that any conflicts of interest are explicitly declared.

## 8.4. References

### 8.4.1. In the Main Text, Tables, Figure Legends

- References should be identified using superscripted numbers, and numbered consecutively in order of appearance in the text and placed after punctuation.
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the main text.
- Do not cite uncompleted work or work that has not yet been accepted for publication (i.e., “unpublished observation,” “personal communication”) as references.

- Do not cite abstracts unless they are the only available reference to an important concept.

### 8.4.2. In the References section

- References should be limited to those cited in the text and listed in numerical order, NOT alphabetical order.
- References should include, in order, author names, article title, journal name, year, volume and inclusive page numbers. The last names and initials of all the authors up to 7 should be included, but when authors number 8 or more, list the first 7 authors only followed by “et al.”
- Abbreviations for journal names should conform to those used in MEDLINE.
- If citing a website, provide the author information, article title, website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.

*Authors are responsible for the accuracy and completeness of their references and for correct text citation.*

Examples are given below.

#### Standard journal article

Chen Z, Fan M, Bian Z, Zhang Q, Zhu Q, Lu P. Immunolocalization of heat shock protein 70 during reparative dentinogenesis. *Chin J Dent Res* 2000;3:50–5.

#### Journal supplement

Kaplan NM. The endothelium as prognostic factor and therapeutic target: what criteria should we apply? *J Cardiovasc Pharmacol* 1998;32(Suppl 3):S78–80.

#### Journal article not in English but with English abstract

Kawai H, Ishikawa T, Moroi J, Hanyu N, Sawada M, Kobayashi N, Mutou T, et al. Elderly patient with cerebellar malignant astrocytoma. *No Shinkei Geka* 2008;36:799–805. [In Japanese, English abstract]

#### Book

Bradley EL. *Medical and Surgical Management*. Philadelphia: Saunders, 1982:72–95.

#### Book chapter in book with editor and edition

Greaves M, Culligan DJ. Blood and bone marrow. In: Underwood JCE, ed. *General and Systematic Pathology*, 4th ed. London: Churchill Livingstone, 2004:615–72.

#### Conference proceedings

Pacak K, Aguilera G, Sabban E, Kvetnansky R, eds. *Stress: Current Neuroendocrine and Genetic Approaches*. 8th

Symposium on Catecholamines and Other Neurotransmitters in Stress, June 28–July 3, 2003, Smolenice Castle, Slovakia. New York: New York Academy of Sciences, 2004.

*Thesis*

Ayers AJ. *Retention of Resin Restorations by Means of Enamel Etching and by Pins*. MSD thesis, Indiana University, Indianapolis, 1971.

*Website*

American Association of Oral and Maxillofacial Surgeons. *Wisdom Teeth*. Rosemont, IL: AAOMS, 2008. Available at: [http://www.aaoms.org/wisdom\\_teeth.php](http://www.aaoms.org/wisdom_teeth.php) [Date accessed: November 15, 2008]

*Company/manufacturer publication/pamphlet*

Eastman Kodak Company, Eastman Organic Chemicals. *Catalog No. 49*. Rochester, NY: Eastman Kodak, 1977:2–3.

## 8.5. Tables

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and numbered consecutively in the order of their citation in the text. Information requiring explanatory footnotes should be denoted using these symbols (in order of appearance): \*, †, ‡, §, ||, ¶, #, \*\*, ††, ‡‡. Abbreviations used in the table must be defined and placed after the footnotes. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source.

## 8.6. Figures

The number of figures should be restricted to the minimum necessary to support the textual material. They should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the legend. Patient identification should be obscured. All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Photomicrographs must include an internal scale marker, the type of specimen, original magnification and stain.

Figures must be submitted as separate picture files (e.g., TIF, JPG) at the correct resolution of a minimum of 600 dpi. The files should be named according to the figure number and format, e.g., “Fig1.tif,” “Fig2.jpg.”

The cost of color illustrations will be charged to the author.

## 9. The Editorial and Peer Review Process

As a general rule, the receipt of a manuscript will be acknowledged within 2 weeks of submission, and authors will be provided with a manuscript reference number for future correspondence. If such an acknowledgment is not received in a reasonable period of time, the author should contact the Editorial Office.

Manuscripts are reviewed by the Editorial Office to ensure that the submission contains all parts. The Editorial Office will not accept a submission if the author has not supplied all parts of the manuscript as outlined in this document.

Manuscripts are then forwarded to the Editor-in-Chief, who makes an initial assessment of it. If the manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript will be rejected without review. Rejected manuscripts will not be returned to authors unless requested.

Manuscripts that appear meritorious and appropriate for the Journal are reviewed by at least two Editorial Board members or expert consultants assigned by the Editor-in-Chief. Authors will usually be notified within 10 weeks of whether the submitted article is accepted for publication, rejected, or subject to revision before acceptance. However, do note that delays are sometimes unavoidable.

## 10. Preparation for Publication

Once a manuscript has been accepted for publication, the authors should submit the final version of their manuscript through Airiti Inc.’s online submission system (<http://www.ipress.tw/J0067>).

Accepted manuscripts are copyedited according to the journal’s style and the galley proofs in the form of a PDF file are e-mailed by the Publisher to the corresponding author for final approval. Authors are responsible for all statements made in their work, including changes made by the copy editor.

## 11. Publication Charges and Reprints

The journal will bear the cost of publication for articles of 7 printed pages or less for Original Articles, and 5 printed pages or less for Case Reports and Short Communications. Authors will be charged for the cost of extra pages at US\$150/page. Authors will also be charged US\$75 per illustration, figure or table that is in color. For manuscripts that require extensive English editing, authors will be

charged for the correction of English grammar at US\$20/page.

Authors receive 20 stapled offprints of their articles free of charge, which will be sent by the Editorial Office to the corresponding author. Additional professional reprints (which include a cover page for the article) may be ordered at prices based on the cost of production. A reprint order form is provided by the Publisher, together with the galley proofs.

## **12. Copyright**

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