

Dermatologica Sinica **- Instructions to Authors -**

The *Dermatologica Sinica* welcomes submission of manuscripts related to all aspects of dermatology. The Instructions to Authors will be revised by the Editorial Committee as needed. Authors should consult a recent issue of the journal or visit <http://www.dermatol-sinica.com> for the most recent version of the instructions. Any manuscript not prepared according to these instructions will be immediately returned to the author(s) without review.

Manuscript Submission

Three hard copies and electronic files (including cover page, main text, and figures, saved on a CD-ROM) of manuscripts must be submitted, along with one full cover page, all necessary forms and statements, and a completed check list. Please submit the hard copies and the discs to:

Editorial Office
Dermatologica Sinica
10F.-1, No.321, Changchun Rd., Jhongshan District,
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For International Authors

Author(s) from outside the Republic of China (Taiwan) may submit manuscripts (*.doc or *.rtf) figures (JPEG or EPS or TIFF format), and all necessary forms and statements as e-mail attachments to the Editorial Office at derma.email@msa.hinet.net. To encourage submissions from other countries, the journal will send international authors whose article is accepted for publication four free issues (one year) of *Dermatologica Sinica*

Editorial and Review Process

The *Dermatologica Sinica* is a peer-reviewed journal. All submitted manuscripts are reviewed initially by the Editorial Board, whose members will determine if the articles should be considered for publication based on their scientific merits, readability and interest. Manuscripts with insufficient priority for publication are rejected promptly. All other manuscripts are sent to two or more in-house or external reviewers for peer review. The Editorial Board reserves the right to make revisions to the manuscript.

Article Categories

The *Dermatologica Sinica* publishes the following types of articles:

1. "**Reviews**" are invited articles that are not subject to the usual peer review.
2. "**Original Studies**" are reports of in-depth clinical and laboratory studies, organized in the following main sections: Abstract, Introduction, Materials (or Patients), Methods, Results, and Discussion..

3. "**Case Reports**" describe clinical cases (one or a few) of interest using the following main sections: Abstract, Introduction, Case Report, Discussion.
4. "**Correspondence**" is a section for a concise case report, or preliminary observation on a disease or treatment. These manuscripts should not exceed 1,200 words, 3 figures, and 8 references.
5. "**Resident's Forum**" describes a typical presentation of a rare disease or an unusual presentation of a common disease and should not exceed 800 words, 3 figures, and 5 references.

While no word limits are placed on the main text of the first three categories, authors are urged to write as concisely as possible. The Editor reserves the right to decide which department is most suitable for a submitted paper.

Manuscript Preparation

1. Manuscripts should be printed on one side only of an A4-sized page, double spaced throughout, and the pages numbered.
2. Articles should be written in English. (Chinese authors are required to submit a Chinese abstract as well.) Numbers should be written in Arabic numerals. Clinical measurements should be expressed using metric units, (cm, ml, kg, etc.) and either conventional units or the International System of Units (SI). Whichever system is chosen should be used consistently throughout the paper. If the normal range is included in parentheses following the experimental data, units need not be repeated, e.g., TIBC 305 mg/dl (290-355). Biological genera and species names (animals, plants, and microbes) should be written in italics, e.g., *Staphylococcus aureus*, *Microsporium canis*, *Piper betel*, etc. Once the full genus and species have been written, the genus should be subsequently be represented by the first initial only without a full stop, e.g., *S aureus* Latin words should be italicized, e.g., *in vivo*, *in vitro*, and *et al.*
3. Preparation of an "Original Study", "Case Report", or "Correspondence" should conform to the stated instructions and be organized as follows:
 - (1) Page 1: Blind **Title** page (do not list name(s) and affiliation(s) of authors on page 1).
 - (2) Page 2: English **Abstract**, non-structured, not to exceed 300 words. Abstracts for case reports should be no more than 200 words in length. No abstract is needed for Correspondence and Resident Forum articles. A maximum of 5 key words should be included, followed by the Chinese abstract (domestic authors). A Chinese abstract may be added by the editor if not provided by international authors. The key words should be in italics, with the first letter of each phrase capitalized, e.g., *Keywords: Withdrawal dermatitis, Topical corticosteroid, Epidermal barrier*
 - (3) **Main Text** of "Original Study", "Case Report", "Correspondence", or "Resident's Forum".
 - (a) Do not include any identification of the authors or institution in the text.
 - (b) Trade names and brand names of drugs and devices may not be used in the title. Generic drug names should be used in lower case letters in the text. If a specific proprietary drug needs to be identified, the brand name may appear only once in the manuscript in

parentheses following the generic name. Manufacturers and their location should be noted the first time a device used in the study is mentioned.

- (c) Please do not claim that your report is the first reported case. If you feel it is important to claim priority, you are required to include a detailed explanation on how you came to this conclusion in an Appendix to the Editorial Office (see Appendices below).
- (4) **Acknowledgements.** All financial and material support for the research should be completely described in an Acknowledgement immediately following the main text of the manuscript. Any conflicts of interest should be explicitly declared.
- (5) **References** should conform to the following instructions.
- (a) References should be numbered consecutively in the order they appear in the text (including text, tables, and figures), indicated at the end of each sentence by a superscript Arabic number immediately following the punctuation mark. References may not be included in the abstract.
- (b) Only primary references personally read by the author(s) may be cited. Mention of other articles cited in the primary references may be made in the text, but these secondary references, e.g., to very old or foreign-language articles, may not be listed in the references if not personally consulted by the authors. Authors should verify the details of all references before submission.
- (c) List all authors in the case of three or fewer; for three or more authors, list only the first three followed by "*et al.*". Only the first word of the article titles or proper names within them should be capitalized. Abbreviations of journal titles should conform to those adopted by the International Serials Catalogue (Please refer to Index Medicus. Abbreviations of titles of dermatologic journals may be found at <http://www.nlm.nih.gov> or <http://bones.med.ohiostate.edu/abrv/>). Note that months and issues numbers are not to be included. Pay particular attention to the use of punctuation and spacing, which must conform exactly to the examples below.
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- (6) **Figures** should be included on a new page immediately following the References section. They may be included in the primary submission either printed by a color printer or as unretouched glossy prints, about 3 x 5 inches in size, attached to the page. Figures should be preceded with figure legends beginning with Fig. 1, Fig. 2, Fig. 3... etc. The same notation should appear in parentheses in the text when referring to a figure. References to the literature in figure legends should be cited just as in the text. If several panels appear in one figure, please label them as A, B, C, ... on the figures, and use (A), (B), (C)... in the figure legends. The stain and magnification must be described for pathology images, e.g., (H&E, original magnification x100), (PAS, original magnification x400).
 - (7) **Tables** should begin on a new page following the Figure(s) and be titled Table 1., Table 2., Table 3. ...etc., followed by a descriptive title in bold font that does not end with a period. References to tables in the text should be included in parentheses as (Table 1) where appropriate. Construct tables using the Table function in Word rather than by typing them directly in the text. References to the literature in tables should be cited just as in the text. Use horizontal lines only at top and bottom of the table and after the title row for the columns. The title row should be in bold font.
4. A copy of the following **Appendices** (on A4-sized paper) must accompany the submitted manuscript. Please note that items 1-4 and 8 are required for all manuscripts. Forms for items 1-4 and 8 can be downloaded at <http://www.dermatol-sinica.com>.
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 - (a) Category of paper
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 - (c) Running title (not to exceed 50 characters plus spaces)
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 - (e) Affiliation(s) of author(s) in English, department and institution(s).
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 - (8) **Checklist (required).** A completed checklist signed by the first author must be submitted along with the manuscript submission.
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 7. Digital figure(s) can be submitted in JPEG, EPS, or TIFF formats. The minimum requirements are

800 dpi for line art and 300 dpi for photographs. If the authors do not have digital images available, they should mail a set of original color slides clearly marked with the figure number and orientation.

Preparation for Publication after acceptance

1. Upon notification of acceptance, a compact disc containing the final version of the manuscript and the figure(s) should be mailed to the Editorial Office. Figure(s) should be saved in separate files, with only the figure legends included in the manuscript file. The files will then be reviewed to insure that everything is correct and the *Dermatologica Sinica* house format applied to the text, after which they will be sent to the publisher for the production of page proofs.
2. Page proofs will be sent to the corresponding author for a final check and should be returned to the Editorial Office within 3 days of receipt. Only obvious errors and the errors marked by the editorial office can be changed at that point.
3. Authors must pay review and editorial charges of NT\$2,000 (US\$70) once the manuscript is accepted for publication. They must also pay NT\$2,500 (US\$80) per page for the printing of color figures. Please note that the authors of reviews or accepted original studies are exempt from editorial fees as well as the color figure printing fees. This policy is aimed at encouraging more submissions of original studies and will remain unchanged until next revision of the Instructions.
4. Fifty free reprints will be sent to the corresponding author upon publication of the manuscript.
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