

Author Guidelines

Manuscript Submission

Manuscripts should be submitted directly to cychien3965@gmail.com.

Submit manuscript, including main text, all tables and all figures in separate files if possible.

The cover letter which includes the contact information of the corresponding author should be enclosed in the submission. The statement of financial or other relationships which may have a conflict of interest should be disclosed in the “conflict of interest form” which can be downloaded in our website. Signed permission form from patient(s) or guardian(s) for use of any recognizable patient photographs should be uploaded as part of the submission.

At the end of a successful submission, you will receive an e-mail confirming that the manuscript has been received by the journal. If this does not happen, please contact directly at ijhns2016@gmail.com or cychien3965@gmail.com.

Copyright Transfer

If your paper is accepted, the corresponding author will receive an email to complete “copyright transfer form” which could be downloaded in our website on behalf of all authors for the paper. This form can be downloaded from our website.

Style

Sources

Webster’s Third New International Dictionary (Springfield, MA: Merriam-Webster, Inc) should be used for spelling and hyphenation of nonmedical terms, and Dorland’s Illustrated Medical Dictionary, 27th ed (Philadelphia: WB Saunders) for medical terms. The author is directed to the American Medical Association Manual of Style, 8th ed, for general style. Measure (length, height, weight, and volume) should be reported in units or their decimal multiples. Temperature should be given in degrees Celsius, and blood pressure should be given in millimeters of mercury. All hematologic and clinical chemistry measurements should be reported in the metric system in SI (international system) units.

Abbreviations

Use only standard abbreviations. Avoid abbreviations in the title. Only standard abbreviations as listed in the AMA Manual of Style should be used without definition.

Numbers

Use numerals for all units of measure and time. Spell out the numbers one through nine only for general usage (e.g. “We considered only two possibilities.”) Spell out numbers beginning a sentence.

Manuscript Preparation

Guidelines for Cover Submissions

Title Page

The title page should include (1) a concise and informative title of the article using terms that can be readily indexed; (2) the authors’ full names (first name, middle initial, surname) with highest earned degrees; (3) affiliations for each author (department, section, institution, city and state or country where the work was done); (4) acknowledgment of grant support and of individuals who were of direct help in the preparation of the study; (5) identification of meetings at which the manuscript was presented, if appropriate; (6) the name, address, telephone number, and e-mail address of the author to whom correspondence and/or reprint requests are to be sent; (7) a brief running title; (8) three to five key words for indexing; (9) identification of authors contributions, including study design, collection of data, provision of study materials or patients, data analysis and interpretation, manuscript writing, and final approval of manuscript.

Authorship

All persons act as the authors should have directly involved in the work to take all responsibility for the content of the manuscript. Authorship credit should be based on the contributions to (1) conception and design or analysis and interpretation of data, (2) drafting of the manuscript or revising it for important intellectual content and, (3) final approval of the version to be published. In the case of collective authorship, the key persons responsible for the article should be identified and others contributing to the work could be recognized with acknowledgment.

Abstract

Page 2 should include a structured abstract of no more than 250 words, divided into the following subheadings: Background, Methods, Results, and Conclusions.

Text

The layout of manuscript should be included “Introduction, Materials and Methods, Results, and Discussion”. Other subheadings may be used if appropriate. The content of

the study should be presented as concisely as possible. The research methods, apparatus (manufacturer's name and address), and procedures should be described clearly to allow others to reproduce the results. For experiments on human subjects, the studies should be in accordance with the ethical standards of the committee on human experimentation of the institution or in accord with the Helsinki Declaration of 1975 as revised in 1983. The approval of Institutional Review Board for the study about human with approval number is required to be disclosed in the manuscript. For experiments on animals, indicate whether the institution's or the National Research Council's guide for the care and use of laboratory animals was followed. For drugs and chemicals, the generic name should be used. The statistical methods with enough detail is necessary to enable the reader for the original data to verify the reported results. Specify any general-use computer programs used for statistical analysis.

Present your results in logical sequence in text, tables, and figures. Avoid any duplication in the text and tables. Summarize only important observations. In the discussion, avoid any repetition or lengthy sentences from unnecessary reports. All tables and figures should be numbered orderly in the text.

References

All references should be cited in consecutive numerical order in the text. Type references double-spaced and list them consecutively not alphabetically. Identify references in the text, tables, and legends by Arabic numerals typed as superscripts. References cited only in a table or in a figure legend should be numbered in accordance with a sequence established in the text of the particular table or figure. International Journal of Head and Neck Science follows the Uniform Requirements for reference style:

1. Journal article (list all authors when six or less; when seven or more, list only first three and et al.)

Chuang HC, Chiu TJ, Lin YT, Huang TL, Fang FM, Chien CY. The Potential Role of Metformin in the Treatment of Head and Neck Squamous Cell Carcinoma. *Int J Head Neck Sci* 2018;2:50-55. doi:10.6696/IJHNS.201806_2(2).0002

2. Book

Myers EN, Ferris RL. *Master Techniques in Otolaryngology—Head and Neck Surgery*. Alphen aan den Rijn, Netherland: Wolters Kluwer; 2013:322.

3. Book chapter

Gilmor ML, Rouse ST, Heilman CJ, Nash NR, Levey AI. Receptor fusion proteins and analysis. In: Ariano MA, ed. *Receptor Localization*. New York, NY: Wiley-Liss; 1998:75-90.

4. Conference proceedings

Wang CP, Chang YL, Chen TC, et al., eds. Rising Incidence of HPV Positive Oropharyngeal Cancer in Taiwan Where Betel Nut Chewing Is Common in the Past 16 Years. Paper presented at: AHNS 9th International Conference on Head and Neck Cancer; July 16-20, 2016; Seattle, WA. <http://ahns.jnabstracts.com/2016/Detail?ID=741999>. Accessed July 25, 2017

5. Website

Goldman KE. Mandibular Cysts and Odontogenic Tumors. Medscape. <http://emedicine.medscape.com/article/852734-overview>. Updated October 27, 2016. Accessed February 20, 2007.

Journal names should be abbreviated in Index Medicus style. Unprivileged observations and personal communications should not be used as references, although written nonverbal communications may be noted as such in the text. References cited as "in press" must have been accepted and not merely in preparation or submitted. Unpublished observations and personal communications must not appear in the references, but may be cited in parentheses in the text. The author is responsible for the accuracy and completeness of references.

Tables

Do not submit tables as photographs. Wide tables are difficult to typeset and should be avoided by restructuring or breaking them into smaller tables. Each table must have a title, and every column in the table including the left-hand column should have a concise heading. Define all abbreviations in a footnote to the table and indicate the units of measurement for all values. Use commas for all numbers exceeding 999 and use zeroes before decimals for numbers less than one. Organize the tables so that like data are read vertically, not horizontally.

Do not use internal horizontal or vertical lines to separate sections. Explain all empty spaces or dashes; indicate footnotes to the table using symbols in the order shown: * (asterisk), † (dagger), ‡ (double dagger), § (section mark), ¶ (paragraph mark), # (number sign). Care should be taken to limit the number of footnotes to seven or less. If data from

any other source, published, or unpublished, are used, the author must obtain written permission for their use and cite the source in the footnotes.

Figures

Figures should be large enough to remain legible when reduced for publication. The JPEG format is preferred. Be sure all spelling is correct, letters and lines are unbroken and type is even, and the abbreviations used are consistent with those in the text. For photographs of identifiable persons, written permission from the subject must be supplied or the subject's eyes will be masked.

All color figures will be reproduced in full color in the online edition of the journal at no cost to authors. Authors are requested to pay the cost of reproducing color figures in print. Authors are encouraged to submit color illustrations that highlight the text and convey essential scientific information. For best reproduction, bright, clear colors should be used. Dark colors against a dark background do not reproduce well; please place your color images against a white background wherever possible.

Figure legends

Legends should be typed double-spaced and labeled with Arabic numerals corresponding to the illustrations. When symbols, numbers, or letters are used to identify areas of the figure, each should be clearly explained in the legend. For photomicrographs, the method of staining and original magnification must be given. If the figure has been previously published, a credit line should be included and permission to reprint from the publisher supplied.

Operative Techniques

Operative Techniques may be submitted as video submission.

Operative Techniques—Video

In the alternative, the operative techniques submission may be submitted as a video submission. If you would like to submit your work as a video submission, then please use the following guidelines:

With the video submission, the following items must be submitted: (1) a video, (2) a Word file that summarizes the video, and (3) two to four high-resolution (300 to 600 dpi) images saved in tiff format (the images will be considered part of the written summary). The video serves as the primary file and, if accepted, is published online. The written summary (with accompanying figures) serves as the supplementary file; it is published in the print journal and is listed in the print table of contents. Published submissions

are listed in PubMed.

The supplemental manuscript (i.e., the written summary) should be 3 to 5 pages long (double-spaced, 12-point font) and should concisely summarize the video. The following statement should be included in brackets across the top of the supplemental manuscript (placed a few lines above the title):

“[This manuscript supplements the Operative Techniques video presentation, which can be viewed electronically.]”

If the operative techniques video is ultimately accepted, the published article/summary will contain this statement, to help guide our readers:

The supplemental manuscript should serve as an informative summary of the procedure shown in the video. Subtitles within the supplemental manuscript are not prescribed by the journal; if the authors want to divide the supplemental manuscript into subsections, then it is recommended that the authors select descriptive subtitles that correspond to the content. Please do not format the supplemental manuscript as a case report or as an original research article. Because the supplemental manuscript is intended as an informative summary of the procedure shown in the video, the number of references should be limited to maximum 10.

The maximum file space allowed by International Journal of Head and Neck Science totals 500 MB per submission. This limit applies to all uploaded files in aggregate, including the video, the written summary, and the high-resolution images that are submitted with the written summary. If we assume that 100 MB of space yields about 3 minutes of audio-visual material, then the maximum video length would be about 12 to 15 minutes. However, authors may submit shorter videos if desired. Also, the videos are expected to have an audio component, with “voice-over” explaining the video. The audio component must be in English.

Case Report

Please include a structured abstract, with separate paragraphs labeled as follows:

Background (1-2 sentences about the topic),

Methods (description of how the patient presented and the workup and/or surgery that was performed),

Results (description of results/outcome),

Conclusions (1-2 sentences; “take-home” message).

The main text of case reports should be formatted to contain

the following sections:

Introduction Case Report (s)

Case 1

Case 2

Case 3

Discussion

References

International Journal of Head and Neck Science considers small case series (< 7 patients) as case reports. Therefore, a case series with fewer than 7 patients should be formatted as a case report.

Review Process

All manuscripts are reviewed by the Editor and at least two expert reviewers in the field. The decision of the Editor is final and may require more than one revision of the manuscript. All material accepted for publication is subject to copy editing. The corresponding author will receive page proofs of articles before publication and should answer all queries and carefully check all editorial changes at this stage. Authors are responsible for the scientific content of the article. Forms for purchasing reprints accompany page proofs.

Manuscript Checklist

- ___ Original double-spaced typed manuscript
- ___ Title page with title, authors' names, degrees, and complete affiliations; corresponding author, complete address, and telephone and email address; author for reprint requests and complete address; and acknowledgments.
- ___ Structured abstract (maximum, 250 words).
- ___ References in consecutive numerical order; typed double-spaced.
- ___ Figures and Tables in consecutive numerical order.
- ___ Legends for all Figures, typed double-spaced.
- ___ Consent forms for patient photographs.
- ___ Written permission from the publisher to reprint previously published Figures and Tables.

Medical Disclaimer

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institutions with which the authors are affiliated or of the Publisher unless this is clearly specified. Articles published herein are intended to further general scientific research, understanding, and discussion only and are not intended and should not be relied upon as recommending or promoting a specific method, diagnosis, or treatment by physicians for any particular patient.

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Disclosure Statement

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Conflict of Interest Form

It should be filled and be sent together with manuscript and this form can be downloaded from our website. <http://www.thns.org.tw/IJHNS/>

For questions concerning manuscript submission, contact:

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