

# Author Instruction

## About Asian Journal of Anesthesiology (AJA)

The Asian Journal of Anesthesiology (AJA), launched in 1962, is the official and peer-reviewed publication of the Taiwan Society of Anesthesiologists. It is published quarterly (March/June/September/December) and indexed in the EMBASE, Medline, Scopus, ScienceDirect, and SIIC databases. AJA accepts submissions from around the world.

AJA's mission is: advancing knowledge, capability, and well-being among clinicians, scholars, and allied professionals in the fields of perioperative, advanced care, and pain medicine by publishing and promoting valuable research and facilitating professional communication, across Asia and around the world.

AJA caters to clinicians of all relevant specialties and biomedical scientists working in the areas of anesthesia, critical care medicine and pain management, as well as other related fields (pharmacology, pathology molecular biology, etc). AJA's editorial team is composed of local and regional experts in the field as well as many leading international experts.

Article types accepted include editorials, review articles, research papers, short communication, correspondence and images.

## Types of Article

The categories of articles that are published in AJA are listed and described below. Please select the category that best describes your paper. If your paper does not fall into any of these categories, please contact the Editorial Office.

### Editorials

Editorials generally communicate an opinion or stance on an issue by the journal, one or more of the editors, or a guest editorialist.

Please include a title page giving all authors' names, addresses, E-mail addresses, phone and fax numbers, as well as an Acknowledgement statement (see paragraph: Acknowledgements) and signed copyright forms.

#### Format guide

- Word limit: 1,500 words
- Abstract: No
- References: 15 or less
- Tables/Figures: 6 maximum

### Review Articles

These should aim to provide the reader with a balanced overview of an important and topical issue in re-

search or clinical practice. 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.

#### Format guide

- Word limit: 3,500 words
- Abstract: unstructured, up to 250 words
- References: 100 or less
- Tables/Figures: 6 maximum

## Research Paper

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 any), 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, patient samples or animal specimens used, the essential features of any interventions, the main outcome measures, the laboratory methods followed, or data sources and how these were selected for the study), 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 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.

#### Format guide

- Word limit: 3,500 words
- Abstract: structured, up to 250 words
- References: 40 or less
- Tables/Figures: 6 maximum

### Brief Communications

These reports should be concise presentations of preliminary experimental results, instrumentation and analytical techniques, or aspects of clinical or experimental practice that are not fully investigated, verified or perfected but which may be of widespread interest or application. The Editors reserve the right to decide what constitutes a Brief Communication.

#### Format guide

- Word limit: 1,500 words
- Abstract: unstructured, up to 150 words
- References: 20 or less
- Tables/Figures: 2 maximum
- No subheadings

### Correspondence

These include short case reports, technical or clinical notes and short comments on previously published articles. The Editors reserve the right to decide what constitutes a Correspondence.

#### Format guide

- Author: 4 or less
- Word limit: 500 words
- References: 5 or less
- Tables/Figures: 1 maximum

### Letters to the Editor

Brief letters of constructive comments in response to previously published AJA articles are welcome. Letters should have a title. Ensure that the corresponding author's mailing and E-mail addresses are included. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review at the discretion of AJA Editors. Letters are selected based on clarity, significance, and space.

#### Format guide

- Author: 4 or less
- Word limit: 400 words
- References: 4 or less
- Tables/Figures: 1 maximum

### Images in Anesthesiology

Images in Anesthesiology (IiA) are succinct submissions that couple an interesting, novel, or highly educational image with brief text designed to highlight the pertinent anesthesiology-focused information displayed by the image. Supplemental video content can be included to expand the visual learning. The focus of an IiA submission is the image itself, and key educational points raised in the body of the text should be directly related to observation of the image. The IiA section of AJA is not to be used as a forum for case reports. IiA manuscripts are intended to educate medical students, residents, fellows, anesthesiology practitioners, and interested physicians and scientists.

#### Format guide

- Author: 4 or less
- Word limit: 250 words
- References: 3 or less

### Manuscript Submission

#### Online Submission

Manuscripts (meaning all submission items, including all text, tables, artwork, cover letter, conflicts of interest disclosures, and any other required documents/material) must be submitted online to the AJA through airtiti's System iPress. This system can be accessed at external link (<http://www.ipress.tw/J0125>). This site will guide authors stepwise through the submission process. If assistance is required, please refer to the tutorials and/or customer support that are available on the iPress website; you may also contact the Editorial Office. Please do not post, fax or E-mail your manuscripts to the Editorial Office.

#### Editorial Office

Asian Journal of Anesthesiology  
Fl. 4-3, No. 271, Sec. 3, Roosevelt Rd., Da'an Dist.,  
Taipei City 106, Taiwan (R.O.C.)  
Managing Editor: Ssu-Ying Chen  
Tel: +886-2-23123456 ext. 65004  
Fax: +886-2-23673817  
E-mail: [aatjtw@gmail.com](mailto:aatjtw@gmail.com)

### Important Information

Articles should be in Microsoft (MS) 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, headers and footers.

The corresponding author is required to provide the email address of all co-authors. Notifications of the following status, “Send Back to Author,” “Manuscript number notification” and “Decision letters,” will automatically be communicated to all authors.

Put text, references, table headings and tables, and figure legends in one file.

Figures must be submitted as separate picture files, at the correct resolution and named according to the figure number, e.g., “Fig1.tif,” “Fig2.jpg.” Please see section Figures for more information.

## **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, including the official approval code, 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.

For work involving animals, the guidelines for their care and use that were followed should be stated in the methods section of the manuscript. For those investigators who do not have formal institutional guidelines relating to animal experiments, the European Commission Directive 86/609/EEC for animal experiments should be followed and the same should be stated in the methods section of the manuscript.

## **Reviews and Revision**

All manuscripts are subjected to at least two international peer reviews. Manuscripts which are returned to the authors for revision should be resubmitted within 3 months; otherwise they will be considered withdrawn.

## **Copyright**

In the event that your manuscript is accepted for publication in AJA, you are required to transfer all copyright ownership in and relating to the work jointly to the Taiwan Society of Anaesthesiologists and its co-publisher. Please use the AJA Copyright Assignment Agreement form. An E-mail will be sent to the corresponding author confirming receipt of the manuscript together with a “Copyright Assignment Agreement” form or a link to the online version of this agreement.

## **Open Access**

AJA is a peer reviewed, subsidized open access journal where the Taiwan Society of Anaesthesiologists pays for the publishing costs incurred by the journal. Authors do not have to pay any Article Processing Charge or Open Access Publication Fee.

## **Access Rights**

All articles published open access will be immediately and permanently free for everyone to read, download, copy and distribute.

## **User Rights**

Permitted third party reuse is defined by the following user license:

- Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND):

Allows users to copy and distribute the Article, provided this is not done for commercial purposes and further does not permit distribution of the Article if it is changed or edited in any way, and provided the user gives appropriate credit (with a link to the formal publication through the relevant DOI), provides a link to the license, and that the licensor is not represented as endorsing the use made of the work.

## **Author Rights**

For open access publishing, this journal uses an exclusive licensing agreement. Authors will transfer copyright to Taiwan Society of Anaesthesiologists and its co-publisher, but will have the right to share their article in the same way permitted to third parties under the relevant user license, as well as certain scholarly usage rights.

## **Publishing Schedule**

This journal is published four times a year in March, June, September and December by Airiti Press.

## **The Editorial and Peer Review Process**

As a general rule, the receipt of a manuscript will be acknowledged within 1 week 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 submission will not be accepted 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 AJA, then the manuscript will be rejected promptly without review.

Manuscripts that appear meritorious and appropriate for AJA are reviewed by at least two Editorial Board members or expert consultants assigned by the Editor-in-Chief. The AJA follows a single-blind peer review process. The editors and reviewers will not disclose any information about a manuscript or its review to anyone except the manuscript's corresponding author.

For manuscripts that are judged by AJA Editors to be written in poor English but otherwise worthy of consideration for publication, authors are required to pay for the English polishing of their manuscript. Otherwise, their manuscript will be rejected.

The corresponding author will usually be notified within 12 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). If revisions are required, authors are asked to return a revised manuscript to the Editorial Office via the iPress within 90 days. Please notify the Editorial Office in advance if additional time is needed or if you choose not to submit a revised manuscript.

### **Preparation for Publication**

Once a manuscript has been accepted for publication, authors should submit the final version of their manuscript in MS Word format, with all tables/figures as applicable, via the iPress. It is a basic requirement that the manuscript

be prepared using good English. The Editorial Office reserves the right to edit poor English as suggested by the reviewer(s) and/or Editorial Board before the final version is decided. The editing fee will be charged to the authors. Accepted manuscripts are then presented to the Publisher to be copyedited according to the AJA's style.

### **Online Proof Correction**

Corresponding authors will receive an E-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.

If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the E-mail we send to authors, including alternative methods to the online version and PDF.

We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.