

MEDICAL REVIEW - QUICK CHECKLIST

MAIN DOCUMENT

General format and length of accepted article types

	Word limit	Word limit in abstract	Number of keywords	Number of tables & figures	Number of references	Article structure
Editorial	<1,000	n/a	n/a	n/a	<10	Structured or unstructured
Perspectives	<1,200	n/a	n/a	n/a	<15	Structured or unstructured
Research Highlights	<600	n/a	n/a	n/a	<10	Unstructured
Review	>10,000	350, structured*/unstructured	3-8	10	<100	Structured
Original Article	3,000-5,000	350, structured**	3-8	6	>50	Structured into Introduction, Materials (Subjects) and methods, Results, Discussion
Scientists Forum	<2,000	n/a	n/a	n/a	>15	Unstructured
News and Comments	<500	n/a	n/a	n/a	<5	Unstructured
Letter to the Editor	500 - 800	n/a	n/a	n/a	<5	Unstructured

* Objectives, Content, Summary and Outlook, **Objectives, Methods, Results, Conclusions.

Please note: The original manuscript must be blinded in order to be considered for review. Please remove any form of identity such as author names/institutions/grant titles etc. from the main document. These may be added once the manuscript has been reviewed and accepted.

Layout guidelines:

- **General:** Stay within the word limit (that refers to the main text excluding the title page, abstract, tables, legends, and references) of the article type. Number all pages serially. Footnotes and endnotes are to be avoided.
- **Fonts:** All text should be written with Times New Roman font type at 12 font size and double spaced with 2.5 cm (1 inch) margins on all sides. Italic font style is restricted to Latin terms (except for abbreviations such as e.g., et al.). Do not use bold face within text.

- **Numbers:** Written out in words up to ten and unless they are used as a unit of measurement or when used at the beginning of a sentence. This does not apply for figures and tables. Use decimal points, not commas. Write symbols, mathematical signs and their respective value without spaces (e.g n=1).
- **Equations:** Are to be numbered (Arabic numerals within parentheses in sequential order). In-text citation format: Eq. (1); Ranges: Eqs. (1)–(5); Eqs. (1) and (4). Simple maths should be converted into text.
- **Variables:** Greek lowercase: Italics; Greek uppercase: Roman; Single letter variables: Italics; Multi-letter variables: Roman preferred.
- **Units:** All units should be in Roman. Unit separation should be comma in table entries. Spaces should be presented between numbers and units (except for %). Units are to be expanded with numbers and units if beginning a sentence.
 - Degree Celsius should be spaced with non-breakable space.
 - The letter 'l' should be caps in all combinations of liter units (L/mL/dL/μL.....).
 - Molar 'M' should be caps. Units need not be repeated in value ranges.
 - P (referring to a population proportion) and p (to a sample proportion) are to be written in Roman. In table headers, 'p' should be written 'p-Value'.
 - N (referring to population size) and n (to sample size) are to be written in Roman.
 - Volume and weight units should be abbreviated as 'vol' and 'wt' in unit-value combinations.
 - The coefficient of determination (R^2) is written in Roman with superscript 2.
 - Use periods for the non-SI units:
inches → in.
atomic → at.
number → no.
as these abbreviations could be confused with the words in, at, and no.
 - Centrifugation 'g' should be italics (either written with non-breakable space 1000 g or closed up with multiplication sign 1000×g) .
 - Closed-up number and multiplication sign 'x' for magnifications.
 - Time unit abbreviations to be used: second – s; minute – min; hour – h; day – day/days; week – week/weeks; month – month/months; year – year/years.
- **Binominals:** Are written in italics.
- **Latin terms:** Should be italics but not in the Reference list (in vitro, in vivo, de novo, in situ, ad libitum...). Abbreviations of Latin terms should be Roman. (i.e., e.g., vs., et al...). 'Versus' should be written 'vs.' and in Roman font.
- **Nomenclature:** Follow the rules of the [IUPAC-IUB Commission on Biochemical Nomenclature](#). Enzyme names should be in accordance with the recommendations of the IUPAC-IUB Commission on Biochemical Nomenclature, 1978, as in Enzyme Nomenclature, published by Academic Press, New York, 1992. Genotypes should be given in italics, phenotypes should not be italicized. Indicate the gene symbol and gene name as approved

by the [HUGO Gene Nomenclature Committee](#). Nomenclature of bacterial genetics should follow [Demerec et al. Genetics 1966; 54:61–76](#).

Genus and species should be written in full for the first occurrence in the Abstract and in the main body of the article as well as in the title and keywords. In succeeding occurrences, the genus name should be abbreviated to an initial ('sp.', 'spp.', 'ssp.', 'var.', 'L.', 'subsp.', etc. should be Roman).

- **Language:** Write in concise English. Non-native speaking authors may contact the editorial office for advice on appropriate language editing service providers ([American Journal Experts](#)).
- **Use of word processing software:** Save your file in the native format of the word processor used. Do not submit a PDF. You are strongly advised to use the 'spell-check' and 'grammar-check' functions to avoid unnecessary errors.
- **List of authors:** Include author names above the title, separated by comma. Use a full stop after middle name initials. Give affiliations for each author on the bottom of the first page without designators. Give the name of the corresponding author(s) on the bottom of the first page as well. Give an email address and telephone number for the corresponding author. Mark equal contributing authors with a superscript a. Any authors' request for addition or removal of an author should be properly justified. Please note that a change in authorship (order of listing, addition or deletion of a name, or corresponding author designation) after submission of the manuscript will be implemented only after receipt of signed statements of agreement from all parties involved (all listed authors and the author to be removed or added). **As per De Gruyter policy, no author list changes are permitted after acceptance of an article.** The De Gruyter production team is instructed to enforce this policy during the production/proofing process.
- **Title:** Write the title in down style (non-capitalized, except for the first word and any proper name).
- **Abstract:** Structure your abstract (if it is a requirement of submission, see table above), according to the respective article type.
- **Keywords:** Give keywords below the abstract (non-capitalized, separated by semicolon).
- **Heading- and subheadings:** Down style (see section "Title"). The hierarchy of the main text must be clearly recognizable.
- **Manufacturer details:** Are to be provided incl. city and country for reagents and apparatus reported in the manuscript (Use only USA and UK for United States and United Kingdom. For USA, sole use of the abbreviated state name is allowed). Use the correct symbol (e.g. ©, ®) and not the letters "TM" in superscript.
- **Abbreviations:** Both in the abstract and in the main text, abbreviations are to be spelled out at first mention. Thereafter, only these abbreviations are to be used. It is not necessary to include a list of abbreviations. Please keep abbreviations to a minimum. In addition to abbreviations for Systeme International d'Unités (SI) units of measurement, other common units (e.g., bp, kb, and Da), and chemical symbols for the elements, the following should be used without definition: DNA; cDNA; RNA; cRNA; RNase; DNase; rRNA; mRNA; tRNA; AMP,

ADP, ATP, dAMP, ddATP, GTP, etc.; ATPase, dGTPase, etc.; NAD; NAD⁺; NADH; NADP; NADPH; NADP⁺; poly(A), poly(dT), etc.; oligo(dT), etc.; UV; PFU; CFU; MIC; Tris; DEAE; EDTA; EGTA; HEPES; PCR; and AIDS. Abbreviations for cell lines (e.g., HeLa) as well as viruses (e.g., HIV-1, JC virus, BK virus) also need not be defined. Non-standard abbreviations should not be used unless they appear at least three times in the text.

- **Figures:** Should have a minimum resolution of 300 dpi (halftone figures) and 1200 dpi (line drawings) and be of good contrast. Faint shading may be lost upon reproduction. When drawing bar graphs, use patterning instead of grayscales. Do not put boxes or borderlines around figures. Uppercase letters A, B, etc. should be used to identify parts of multi-part figures. Make sure all axes have been clearly labelled. Insert figures at the appropriate position within the article template. Additionally, upload the source files during manuscript submission.

In the text, part label figures are cited as:

- (Figure 1)
- (Figures 1, 3) - with space between comma and value
- (Figures 1-3) - closed-up

Part labels should be caps in both caption and citation. In the text, part label figures are cited as:

- (Figure 1A, C)
- (Figure 1A-C)

- **Figure legends:** Should not be embedded in the figure files themselves. Provide a short descriptive title and a legend (written on a new line) to make each figure self-explanatory. Explain all symbols used in a figure. Remember to use the same abbreviations as in the text body. Uppercase letters identifying parts of multi-part figures have to be included in parentheses.

Sources for figures are to be cited in parentheses after the caption (with permission from ref. [2]) or (modified with permission from ref. [2]).

- **Tables:** Number tables consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. In the footnote, refer to information within the table with superscript lowercase letters, and do not use special characters or numbers. Separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc). Abbreviations must be explained in the footnote as well (separated by comma and semicolon). Remember to use the same abbreviations as in the main text.

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- **Supplemental material:** Within the text, supplemental material must be cited consecutively and be referred to as supplemental material (e.g. see Supplemental Material, Figure 1, or Supplemental Figure 1). **Please be aware**, that our typesetting vendor does not edit supplemental material.
- **Videos:** Authors are encouraged to submit videos accompanying the article as supplemental material.
- **Highlights:** Highlight bullet points (with En-dash) are allowed for all article types, should appear before the Acknowledgments (if present)/Author statements section.
- **Learning points:** Are allowed (with En-dash) for Case Reports, should be set before Acknowledgments (if present)/Author statements
- **Acknowledgements/Statements on ethical and legal considerations:** For every submission to the journal, authors have to fill out and upload the [Template for Ethical and Legal Declarations](#) at the time of the original submission. Instructions on how to make declarations can be found [here](#). Statements will be automatically implemented before the reference section. **Strictly adhere** to the instructions and the wording of the template.
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All references mentioned in the reference list have to be cited in the text and vice versa. List and number the references consecutively in the order they appear in the text, including Tables and Figures. In the text, identify references by Arabic numerals in [parentheses]. Italic and boldface font type is not allowed in the reference section. List all authors; if the number is 7 or more, list the first 6 names followed by et al. Identify authors by last name first, followed by up to 2 initials, without periods, indicating the authors’ first name. Only the first name of the title is capitalized, as well as proper names within the title. Journal names are abbreviated as indicated in PubMed and in the Web of Knowledge ([NIH.Linkout.Journals; Web of Knowledge](#)), without periods. After the abbreviated journal name, give the year of publication, followed by a semicolon, volume number (but no issue number), followed by a double colon, and the page numbers, with the last page number in shortened format. Meeting abstracts may be cited only if published in journals. Unpublished observations and personal communications are cited only in the text. Correct linking of the references depends on strict adherence to journal style.

In-text citation	
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1. Journal	1. Raustorp A, Mattsson E, Svensson K, Costa PT Jr. Physical activity, body composition and physical self-esteem: a 3-year follow-up study among adolescents in Sweden. <i>Scand J Med Sci Sports</i> 2006;16:258–66.
2. Journal with supplement	2. Sallis JF, Saelens BE. Assessment of physical activity by self-report: status, limitations, and future directions. <i>Res Q Exerc Sport</i> 2000;71(2 Suppl):S1-14.
3. Collaboration	3. WHO. The diagnosis and management of non-alcoholic fatty liver disease: practice guideline by the American Association for the Study of Liver Diseases, American College of Gastroenterology, and the American Gastroenterological Association. <i>Hepatology</i> 2012;55:2005–23.
4. et al. usage (more than 6 authors = 6 authors + et al.)	4. Kaye K, Day RD, Hair EC, Moore KA, Hadley AM, Teixeira PJ, et al. Parent marital quality and the parent-adolescent relationship: effects on sexual activity among adolescents and youth. <i>Marriage Fam Rev</i> 2009;45:270–88.
5. Epub ahead of print	5. Mason EB, Burkhart K, Lazebnik R. Adolescent stress management in a primary care clinic. <i>J Pediatr Health Care</i> 2018 Sep 3. DOI: 10.1016/j.pedhc.2018.08.001 [Epub ahead of print].
6. Journal – in press	6. Tappy L, Lara KA. Metabolic effects of fructose and the worldwide increase in obesity. <i>Physiol Rev</i> , in press.
7. Book/monograph	7. Shek DTL, Sun RCF, Merrick J. University and college students. Health and development issues for the leaders of tomorrow. New York: Nova Science; 2013.
8. Book with edition	8. Joannopoulos JD, Johnson SG, Winn JN, Meade RD. Photonic crystals: molding the flow of light, 2nd ed. Princeton, NJ: Princeton University Press; 2008:350 p.
9. Edited book	9. Shek DTL, Ma C, Yu L, Merrick J, editors. Human developmental research. Experience from research in Hong Kong. New York: Nova Science; 2014.
10. Edited book with chapter title and editors	10. Halpen-Felsher BL, Morrell HE. Preventing and reducing tobacco use. In: Berlan ED, Bravender T, editors. Adolescent medicine today: a guide to caring for the adolescent patient [Internet]. Singapore: World Scientific Publishing Co.; 2012.
11. Edited book series	11. Forghieri F, Tkach RW, Chraplyvy AR. Optical fiber telecommunications, Kaminov IP, Koch TL, editors. San Diego, CA: Academic; 1997, vol IIIA.
12. Proceedings/Conferences	12. Musaka K, Akasaka Y, Suzuki Y, Kamiya T. Novel network fiber to manage dispersion at 1.55 μm with combination of 1.3 μm zero dispersion single mode fiber. In: Proceedings of the symposium on robotics, mechatronics and animatronics in the creative and entertainment industries and arts. SSAISB 2005. University of Hertfordshire, Hatfield, UK; 2005.

<p>13. Electronic publications (Available from)</p>	<p>13. IASO. Epidemiology of childhood overweight & obesity in India: a systematic review. International Association for the Study of Obesity; 2012. Available from: http://www.iaso.org/iotf/obesity/obesitytheglobalepidemic</p>
<p>14. Electronic publications (Accessed)</p>	<p>14. IPAQ Group. Guidelines for data processing and analysis of the international physical activity questionnaire (IPAQ) – short and long forms [Online]. Available from: https://sites.google.com/site/theipaq/scoring-protocol [Accessed 4 Apr 2013].</p>
<p>15. Thesis/Dissertation</p>	<p>15. Cotruvo, J. Kinetic model for chlorophyll degradation [Ph.D. thesis]. Cambridge, MA: Massachusetts Institute of Technology; 1996.</p>
<p>16. Report</p>	<p>16. Rowe IL, Carson NE. Medical manpower in Victoria. East Bentleigh (AU): Monash University, Department of Community Practice; 1981. 35 p., Report No. 4.</p>
<p>17. Patent</p>	<p>17. Pagedas AC. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent 20020103498, 2002.</p>
<p>18. Standards</p>	<p>18. Frequency response and bias, NERC Reliability Standard BAL-003-0.1b, May 2009 [Online]. Available from: http://www.nerc.com/files/BAL-003-0_1b.pdf</p>