

# INSTRUCTIONS TO AUTHORS

The publication is free of charge.

## Authors' responsibilities

Manuscripts are accepted with the understanding that they have not been published or submitted for publication in any other journal.

It is however permitted that preliminary or partial results be already published elsewhere. Prior abstract presentation should be described in a footnote to the title.

Authors must submit the results of clinical and experimental studies conducted according to the *Helsinki Declaration* on clinical research and to the Ethical Code on animal research set forth by WHO (*WHO Chronicle* 1985; 39:51).

The Authors must obtain permission to reproduce figures, tables and text from previously published material.

Written permission must be obtained from the original copyright holder (generally the Publisher).

## Manuscript presentation

Authors **must submit the text on floppy disk** (MAC and WINDOWS Microsoft Word are accepted) with two copies of the manuscript and two sets of illustrations. Manuscripts **must be written in English language** in accordance with the "Uniform Requirements for Manuscripts submitted to biomedical journals" defined by *The International Committees of Medical Journal Editors* (*Ann Intern Med* 1988; 258). **Manuscripts in Italian language can be published if translated (expense for translation will be charged to the Authors)**. As a general rule, manuscripts and illustrations are not returned, whether published or not.

Manuscripts should be typed double spaced with wide margins. They must be subdivided into the following sections:

### Title page

It must contain:

- a) title;
- b) a short (no more than 40 characters) running head title;
- c) first, middle and last name of each Author without abbreviations;
- d) University or Hospital, and Department of each Author;
- e) last name and address of the corresponding Author;
- f) e-mail and/or fax number to facilitate communication;
- f) acknowledgement of financial support;
- g) list of abbreviations.

### Summary

The Authors must submit a long English summary (300 words, 2000 characters).

Subheadings are needed as follows:

Objective(s), Material and method(s),

Result(s), Conclusion(s).

After the summary, three to ten key words must appear, taken from the standard Index Medicus terminology.

### Text

For original articles concerning experimental or clinical studies and case reviews, the following standard scheme must be followed: Introduction - Material and methods - Results - Discussion - Conclusions - Summary - References - Tables - Legends - Figures.

### Size of manuscripts

Literature reviews, Editorials and Original articles concerning experimental or clinical studies should not exceed 20 typewritten pages including figures, tables, and reference list. Case reports and notes on surgical technique should not exceed 10 type written pages (references are to be limited to 12). Letters to the editors should be not longer than 1000 words.

### References

The Author is responsible for the accuracy of the references. References must be sorted in order of quotation and numbered with arabic digits between parentheses. Only the references quoted in the text can be listed. Journal titles must be abbreviated as

in the Index Medicus. Only studies published on easily retrieved sources can be quoted. Unpublished studies cannot be quoted, however articles "in press" can be listed with the proper indication of the journal title, year and possibly volume. References must be listed as follows:

### Journal articles

All Authors if there are six or fewer, otherwise the first three, followed by "et al.". Complete names for Work Groups or Committees. Complete title in the original language.

Title of the journal following Index Medicus rules. Year of publication; Volume number: First page.

Example: Starzl T, Iwatsuki S, Shaw BW, et al. Left hepatic trisegmentectomy. *Surg Gynecol Obstet* 1982; 155:21

### Books

Authors - Complete title in the original language. Edition number (if later than the first). City of publication: Publisher, Year of publication.

Example: Bergel DIA. *Cardiovascular dynamics*. 2nd ed. London: Academic Press Inc., 1974.

### Book chapters

Authors of the chapters - Complete chapter title. In: Book Editor, complete Book Title, Edition number. City of publication: Publisher, Publication year: first page of chapter in the book.

Example: Sagawa K. *The use of central theory and system analysis*. In: Bergel DH (Ed), *Cardiovascular dynamics*. 2nd ed. London: Academic Press Inc., 1964; 115

### Tables

Tables must be clearly printed and aimed to make comprehension of the written text easier. They must be numbered in Arabic digits and referred to in the text by progressive numbers. Every table must be typed on a separate sheet and accompanied by a brief title. The meaning of any abbreviations must be explained at the bottom of the table itself.

### Figures

(graphics, algorithms, photographs, drawings)

Figures must be submitted in duplicate as well, they must be numbered and quoted in the text by number. On the back side of each figure the following data must appear: figure number; title of the paper, name of the first Author, an arrow pointing to the top of the figure.

### Figure legends

Figure legends must all be collected in one or more separate pages. The meaning of all symbols, abbreviations or letters must be indicated. Histology photograph legends must include the enlargement ratio and the staining method.

## Manuscript review

Only manuscript written according to the above mentioned rules will be considered. All submitted manuscripts are evaluated by the Editorial Board and/or by two referees designated by the Editors. The Authors are informed in a time as short as possible on whether the paper has been accepted, rejected or if a revision is deemed necessary. The Editors reserve the right to make editorial and literary corrections with the goal of making the article clearer or more concise, without altering its contents. Submission of a manuscript implies acceptance of all above rules.

## Proofs

Authors are responsible for ensuring that all manuscripts are accurately typed before final submission. Galley proofs will be sent to the first Author. Proofs should be returned within seven days from receipt.

## Reprints

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