

GUIDELINES TO AUTHORS

MANUSCRIPT SUBMISSION

The manuscript can either be emailed to info@exe1928.gr or sent by post on a CD-ROM to the Hellenic Surgical Society for the Journal, at Artis 1, 11523 Athens-Greece.

Submission of a manuscript implies that the work described has not been previously published, that it is not under consideration for publication elsewhere and that its publication has been approved by all co-authors where applicable as well as by the responsible authorities – tacitly or explicitly – at the institute where the work was carried out. The publisher will not be held legally responsible for any claims for compensation.

PERMISSION

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

REVIEW OF MANUSCRIPTS

Submitted manuscripts are reviewed anonymously. Should the reviewers suggest certain changes, the papers are returned to the authors with the suggestions and resubmitted to the editing committee. The editing committee has the right to make changes in accordance with the guidelines to authors. Following approval, a printed proof is forwarded to the first author who is responsible for its content and the exact positioning of pictures and tables. Spelling and language structure must also be checked. The paper is then returned to the editor. Once papers are approved, the publishers claim exclusive publishing rights in accordance with the law. All manuscripts which meet the Journal's aims are reviewed, including surveys or reviews, original articles, clinical studies, case descriptions, clinical disputes and pictures, new techniques (How I do it), experimental/research studies etc. The Journal also welcomes letters to the editor, notification of Scientific Meetings, questions and answers, observations and opinions.

Online Submission (will be available as soon as the manuscript-center is constructed).

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink "Submit online" on the right and upload all of your manuscript files following the instructions given on the screen.

MANUSCRIPT PREPARATION

Title Page

The title page should be provided on a separate page and include :

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address (es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

Abstract

Please provide an abstract of 200 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references. Greek authors, in addition to the English abstract, must also submit a 400-500 word abstract in Greek on a separate page. A complete abstract should be arranged under the following subheadings: Aim-Background, Methods, Results, and Conclusion(s). All articles must follow the aforementioned layout for the abstracts with the exception of reviews, case reports, clinical disputes and pictures reports and editorial articles.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Text Formatting

Manuscripts should be submitted in Ms Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.

- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
Note : If using Word 2007, equations should be created with Microsoft equation editor or MathType, not with the default equation editor.
- Save your file in doc format. Do not submit docx files.

Original articles, experimental or research articles, reviews and clinical studies

Original articles, experimental or research articles and clinical studies should be divided into the following sections : Introduction - Aim ; Method ; Results; Discussion (including conclusion(s)). Double line spacing should be used. Manuscript should not exceed 24 typed (double-spaced) pages, the figures, tables and references included.

Case report

Manuscript should not exceed 10 typed (double-spaced) pages, with no more than 6 figures/tables and an abstract of 200 words maximum. "Report of a case" or "Report of two (or three) cases" should accompany the title as a subtitle.

"How I do it"

This type of manuscript refers to short articles that describe a new surgical technique or a modification of known surgical techniques that is recommended. Manuscript should be accompanied by drawing figures of technique. The text must be such as in "case report".

Clinical Disputes and Pictures in Surgery

Hellenic Journal of Surgery is inaugurating a new type of short article for publication, for teaching purposes. Clinical Disputes and Pictures in surgery present an important and striking clinical picture that aims to challenge and inform readers. The "Clinical Disputes and Pictures in Surgery" is presented as an unknown case with the diagnosis hinging on the correct and complete interpretation and integration of the imaging, clinical and laboratory data. The answer is presented on a separate page of the Journal. The section is intended to illustrate and teach important medical points and surgical problems. If you would like to submit a picture for publication in the Hellenic Journal of Surgery, please follow the instructions below.

- Pictures can be clinical, pathologic (gross or microscopic), endoscopic or radiographic. They should be sent in electronic format of high quality (300dpi at least) and illustrate the diagnosis well.
- The article should include a title that does not reveal the answer to the dispute.
- The first part of the manuscript should be described in two typed double-spaced pages or less. The format should be as follows: Short pertinent history, physical examination and laboratory findings, and initial clinical course. The picture(s) should then be described with all labelled structures explained in the text.
- The answer, provided in the second part of the manuscript, should discuss the picture findings and the diagnosis in no more than two double-spaced typed pages. The diagnosis and discussion should make an important medical teaching point and include from one to three relative references. Information regarding the specific patient in terms of follow-up and response to therapy should be given as appropriate.

Multimedia Articles

Multimedia articles are manuscripts that include video presentation with an abstract of no more than 400 words and references. The authors should submit the video in the following format:

- Video clips to not exceed 5 minutes
- Multimedia file to be submitted in MPEG-1 format with the largest frame size 320X240 on a CD or other electronic medium
- A narration on video to be included
- Multimedia articles to be submitted with title page and likewise the other types of manuscripts with a discussion of no more than 3 pages.

Headings

Please use no more than three levels of displayed headings.

Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes

Footnotes on the title page are not given reference symbols. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks

for significance values and other statistical data). Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables. Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

REFERENCES

Citation

Reference citations in the text should be identified by numbers in square brackets. Some examples :

1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1-3,7].

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively.

EXAMPLES

- Journal article
Smith JJ. The world of science. *Am J Sci* 1999;36:234-5
- Article by DOI
Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *J Mol Med* 2000; doi:10.1007/s001090000086
- Book
Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998
- Book chapter
Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. *International review of cytology*. London: Academic; 1980. pp. 251-306
- Online document
Doe J. Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. 1999
[http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan1999.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see <http://www.issn.org/2-22661-LTWAonline.php>

TABLES

- All tables to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by providing the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

ARTWORK

Electronic Figure Submission

- Supply all figures electronically.
- Indicate which graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.

- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with “Fig” and the figure number, e.g., Fig1.eps.

Line Art

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Vector graphics containing fonts must have the fonts embedded in the files.

Halftone Art

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination Art

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

Color Art

- Color art is free of charge for online publication.
- If the print version is to be in black and white, please ensure that the main information will remain visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different colors are still apparent.
- If the figures are to be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

Figure Lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions into your illustrations.

Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in the text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article/chapter and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, “A1, A2, A3, etc.” Figures in online appendices (Electronic supplementary Material) should, however, be numbered separately.

Figure Captions

- Each figure should have a concise caption accurately describing what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure caption and use boxes, circles, etc. as coordinate points in graphs.
- Identify previously published material by providing the original source in the form of a reference citation at the end of the figure caption.

Figure Placement and Size

- When preparing your figures, size figures to fit within the column width.
- The figures should be 39, 84, 129 or 174 mm wide and not higher than 234 mm.

Permission

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

After acceptance

During the production phase the following issues need to be clarified and you will receive the article's proofs.

Copyright transfer

Authors will be asked to transfer copyright of the article to the Society (or grant the Society exclusive publication and dissemination rights). This will ensure the widest possible protection and dissemination of information under copyright laws.

Color illustrations

Publication of color illustrations is free of charge.

Proof reading

The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

ADDITIONAL INSTRUCTIONS

Terminology

- Generic names of drugs and pesticides are preferred; if trade names are used, the generic names should be given at first mention.

Integrity of research and reporting

Ethical standards

Manuscripts submitted for publication must contain a declaration that the experiments comply with the current laws of the country in which they were performed. Please include this note in a separate section before the reference list.

Manuscripts submitted for publication must contain a statement to the effect that all human studies have been approved by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in the 1964 Declaration of Helsinki. It should also be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted.

The editors reserve the right to reject manuscripts that do not comply with the above-mentioned requirements. The editing committee has the right to make changes in accordance with the guidelines set out in "Guidelines to authors". The author will be held responsible for false statements or failure to fulfill the above-mentioned requirements.

Conflict of interest

Authors must indicate whether or not they have a financial relationship with the organization that sponsored the research. This note should be added in a separate section before the reference list.

If no conflict exists, authors should state: The authors declare that they have no conflict of interest. They should also state that they have full control of all primary data and that they agree to allow the journal to review their data if requested.

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