

REVISED INSTRUCTIONS TO AUTHORS

The Philippine Journal of Surgical Specialties (PJSS) is a semiannual journal that considers for publication original articles related to surgery. It will also consider for publication studies done in the Philippines that had been published in other journals, in either original, modified or abstract form with the permission of the publisher and principal author. It may also publish case reports, "how I do it articles", abstracts and collective reviews.

Contributions are reviewed by a group of surgeons and physicians with a recognized academic record who make up the Editorial Board, Editorial Consultants and International Peer Reviewers. The journal will strive to provide readers with knowledge on current scientific investigation in surgery and related fields in the Philippines.

CONTRIBUTIONS

Copies of the manuscript and illustrations should be sent to the Editor-in-Chief, Philippine Journal of Surgical Specialties.

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Quezon City, Philippines

The criteria for preparation of manuscripts are adopted from the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals", established by an agreement among a number of editors of clinical journals in the United States, Canada and the United Kingdom.

SUMMARY OF REQUIREMENTS

The authors should submit 1 copy of the type manuscript and 1 diskette copy. Type manuscript double spaced, including title page, abstract, text, acknowledgements, references, tables and legends.

Each manuscript component should begin on a new page, in this sequence:

Title page

Abstract

Text

Acknowledgements

References

Tables: each table, complete with title and footnotes, on a separate page

Legends for illustrations

Illustrations must be of good quality, unmounted glossy prints, usually 5 by 7 inches, but not larger than 8 by 10 inches.

PREPARATION OF MANUSCRIPT

Type manuscript on white bond paper, 8 1/2 by 11 inches with margins of at least 1 inch. Use double spacing throughout, including title page, abstract, text, acknowledgements, references, tables, and legends for illustrations. Begin each of the following sections on separate pages: title page, abstract, text, acknowledgements, references, individual tables, and figures. Number pages consecutively, beginning with the title page. Type the page number in the upper right-hand corner of each page.

Manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere. This does not preclude considerations of a manuscript that has been rejected by another journal or of a complete report that follows publication of preliminary findings elsewhere, usually in the form of an abstract. Copies of any possibly duplicative published material should be submitted with the manuscript that is being sent for consideration.

TITLE PAGE

The title page should contain (1) the title of the article, which should be concise but informative; (2) a short running head or footnote of no more than 40 characters (counting letters and spaces) placed at the foot of the title page and identified; (3) first name, middle initial, and last name of each author, with highest academic degree(s); (4) name of department(s) and institution(s) to which the work should be attributed; (5) disclaimer, if any; (6) name and address of author responsible for correspondence about the manuscript; (7) name and address of author to whom requests for reprints should be addressed, or statement that reprints will not be available from the author; (8) the source(s) of support in the form of grants, equipment, drugs or all of these.

AUTHORSHIP

All persons, designated as authors should qualify for authorship. Each author should have participated sufficiently in the work to take public responsibility for the content.

Authorship credit should be based only on substantial contributions to (a) conception and design; or analysis and interpretation of data; (b) drafting the article or revising it critically for important intellectual content; and on (c) final approval of the version to be published. Conditions (a), (b), and (c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is also not sufficient for authorship. Any part of an article critical to its main conclusions must be the responsibility of at least one author.

A paper with corporate (collective) authorship must specify the key persons responsible for the article; others contributing to the work should be recognized separately (see Acknowledgements and Other Information).

Editors may require authors to justify the assignment of authorship.

ABSTRACT AND KEY WORDS

The second page should carry a structured abstract of not more than 250 words. The abstract shall be divided into the: objectives, methods, results, discussion and conclusion. Each section should be separated by appropriate indentation. Emphasize new abbreviations.

Below the abstract, provide and identify as such, 3 to 10 key words or short phrases that will assist indexers in crossindexing your article and that may be published with the abstract. Use terms from the Medical Subject Headings (MeSH) list of Medline. If suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

TEXT

The text of observational and experimental articles is usually, but not necessarily, divided into sections with the headings: Introduction, Methods, Results, and Discussion. Long articles may need subheadings within some sections to clarify their content, especially the Results, and Discussion sections. Other types of articles such as case reports, reviews, and editorials may need other formats, and the authors should consult the journal for further guidance.

Introduction: Clearly state the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively.

Methods: Describe your selection of the observational or experimental subjects (patients or experimental animals, including controls) clearly. Identify the methods, apparatus (manufacturer's name and address in parenthesis), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations.

When reporting experiments on human subjects, indicate whether the procedures followed were in accord with the ethical standards of the Committee on Human Experimentation of the institution in which the experiments were done or in accord with the Helsinki Declaration of 1975. When reporting experiments on animal subjects, indicate whether the institution's or the National Research Council's guide for the care and use of laboratory animals was followed. Identify precisely all drugs and chemicals used, including generic name(s), dosage(s), and route(s) of administration. Do not use patient's names, initials, or hospital numbers.

Include numbers of observations and the statistical significance of the findings when appropriate. Detailed statistical analyses, mathematical derivations, and the like sometimes may be suitably presented in the form of one or more appendices.

Statistics: Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid sole reliance on statistical hypothesis testing, such as the use of p values, which fails to convey important quantitative information. Discuss eligibility of experimental subjects.

Give details about randomization. Describe the methods for, and success of any blinding of observations. Report losses to observation (such as dropouts from a clinical trial). References for study design and statistical methods should be to standard works (with pages stated) when possible rather than to papers where designs or methods were originally reported. Specify any general computer programs used.

Put general descriptions of methods in the Methods section. When data are summarized in the Results section, specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Avoid non-technical uses of technical terms in statistics, such as "random" (which implies a randomizing device), "normal," "significant," "correlation," and "sample." Define statistical terms, abbreviations, and most symbols.

Results: Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables and/or illustrations; emphasize or summarize only important observations.

Discussion: Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies. Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

ACKNOWLEDGEMENTS

Acknowledge only persons who have made substantive contribution to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions.

REFERENCES

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by arabic numerals (in parenthesis). References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustrations.

Use the form of references adopted by the U.S. National Library of Medicine and used in Index Medicus. Use the style of the examples cited at the end of this section, which has been approved by the National Library of Medicine.

The titles of journals should be abbreviated according to the style used in Index Medicus.

Avoid using abstracts as references; unpublished observations and personal communications may not be used as references, although references to written, not verbal, communications may be inserted (in parenthesis) in the text. Include among the references manuscripts accepted but not yet published; designate the journal followed by "in press" (in parenthesis), Informations from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" (in parenthesis).

The references must be verified by the author(s) against the original documents.

Examples of correct (forms of references are given below.

Journals

1. Standard Journal Article (List all authors when six or less: when given seven or more, list only first three and add et al.)

Ona ET, Rosete-Liquete RMO. Elective conversion from cyclosporine A to azathioprine in renal transplant patients. J PMA 1989;65:154-158.

2. Corporate Author

Pulmonary Carcinoma Task Force, Epidemiology of Lung Cancer. State of the Art: Cancer 1991:11.

3. No Author Given

Anonymous. Coffee drinking and cancer of the pancreas (Editorial), Br Med J 1981; 283-628.

4. Journal Supplement

Laudico AV, De Vera RL, dela Pena AS, Velmonte AA. In vitro and in vivo activity of ciprofloxacin in surgical infections. International Journal of Clinical Practice 1990;6 (Suppl 1): 88-91.

5. Journal Paginated by Issue

Montalban AM, Dumlao AJM, Alegre A. Patch skin grafting for small ulcers. Phil J Ortho 1990;9(1):31-35.

Books and Other Monographs

6. Personal Author(s)

Caedo, Jr. JP. Operative Surgical Procedures in General Surgery, 1st ed. Parañaque: Donnel Carlo Printing Press, 1985:49-53.

7. Editor, Compiler, Chairman as Author

Limson AA, Castor NM, Hilvano SC, et al. A Handbook on Total Parenteral Nutrition. Mandaluyong: Abbott Laboratories, 1979:22-24.

8. Chapter in a Book

Eufemio GG, Laudico AV, Liquete MJ, Rosete-Liquete RMO, de Jesus RS. Breast. In: Eufemio GG, Philippine Textbook of Surgery, 1st ed. Quezon City: JMC Press, 1990:243-266.

9. Published Proceedings Paper

Agcaoli NR. Lecture on tissue banking in orthopedic surgery. In: Lagdameo WN, ed. Proceedings of the 16th mid-year convention of the Philippine College of Surgeons. Baguio City: Philippine College of Surgeons, 1990:18-19

10. Monograph in a Series

Laudico AV, dela Pena AS, CABaluna ND, Ngelangel CA. Diagnosis of thyroid cancer. In:Laudico AV, ed, State of the Art: Cancer. Technical Report Series No. 10 Metro Manila: Philippine Council for Health Research and Development, 1991:17-18.

11. Agency Publications

Laudico AV, Esteban D, Parkin DM. Cancer in the Philippines. International Agency for Research on Cancer Technical Report No. 5, Lyon, 1989.

12. Dissertation or Thesis

Ramirez AT. Experimental wound healing in man (Dissertation). Boston, MA: Tufts University. 1965,128 p.

13. Newspaper Article

Salang NT. Breast cancer in men and women. Manila Bulletin 1991 March 30:7.

14. Magazine Article

Castro ERH. Donate your bones, muscle to the tissue bank. Philippine Panorama 1991 Jan 27:20.

TABLES

Type each table on a separate sheet: remember to double space. Do not submit table as photographs. Number tables consecutively and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations that are used in each table. For footnotes, use the following symbols in this sequence: ', =, I, II, &, **, ==. Identify statistical measures of variation such as SD and SEM.

Omit internal horizontal and vertical rules.

Cite each table in the text in consecutive order.

If you use data from another published or unpublished source, obtain permission and acknowledge fully.

Having too many tables in relation to the length of the text may produce difficulties in the lay out of pages.

The editor, on accepting a manuscript, may recommend that additional tables containing important back up data too extensive to be published may be made available by the author(s). In that event, an appropriate statement will be added to the text. Submit such table for consideration with the manuscript.

ILLUSTRATIONS

Black and white illustration and tabular materials will be published free in moderate numbers. Excess illustrations, excess tabular materials, and all color illustrations will be charged to the author. Submit the required number of complete sets of figures. Figures should be professionally drawn and photographed: free hand or typewritten lettering is unacceptable. Instead of original drawings roentgenograms, and other materials, send sharp, glossy black and white photographic prints, usually 5 by 7 inches, but no larger than 8 by 10 inches. Letters, numbers, and symbols should be clear and even throughout, and of sufficient size that when reduced for publication, each item still will be legible. Titles and detailed explanations belong in the legends for illustrations, not on the illustrations themselves.

Each figure should have a label posted on its back indicating the number of the figure, the names of the author, and the top of the figure. Do not write on the back of the figures or mount them on cardboard, or scratch or mark them using paper clips. Do not bend figures.

Photomicrographs must have internal scale markers. Symbols, arrows, or letters used in the photomicrographs should contrast with the background.

If photographs of persons are used, the subject must not be identifiable or their pictures must be accompanied by written permission to use the photograph.

Cite each figure in the text in consecutive order. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required, regardless of authorship or publisher, except for documents in the public domain.

LEGENDS FOR ILLUSTRATIONS

Type legends for illustrations double spaced, starting on a separate page with illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify parts of the illustrations, identify and explain each one clearly in the legend. Explain internal scale and identify method of staining in photomicrographs.

ABBREVIATIONS

Use only standard abbreviations. Consult the following sources for standard abbreviations: (1) Iverson, Cheryl et al, eds. American Medical Association manual of style, 8th ed. Baltimore: Williams & Wilkins, 1989. (2) CBE Style Manual Committee. Council of Biology Editors style manual: a guide for authors, editors, and publishers with biological sciences, 4th ed. Arlington: Council of Biology Editors, 1978; and (3) O'Connor M, Woodford FP. Writing Scientific papers in English: an ELSE-Ciba Foundation guide for authors. Amsterdam, Oxford, New York: Elsevier - Excerpta Medica, 1975. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

All hematologic and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI). Editors may request that alternative or non-SI units be added by the author before publication.

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Manuscript should be accompanied by a covering letter from the author who will be responsible for correspondence regarding the manuscript. The covering letter should contain a statement that the manuscript has been seen and approved by all authors. Such letter should be signed by all the authors. The letter should give any additional information that may be helpful to the editor, such as the type of article the manuscript represents in the particular journal, information on publication of any part of the manuscript, and whether the authors will be willing to meet the cost of reproducing color illustrations. Include copies of any permissions needed to reproduce published material or to use illustrations of identifiable subjects. The Editorial Board reserves the right to require the authors to submit supporting documents regarding study data.