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GUIDE FOR AUTHORS

The *International Journal of Gynecology and Obstetrics* (IJGO)—which is the official publication of the International Federation of Gynecology and Obstetrics (FIGO)—publishes articles on all aspects of basic and clinical research in obstetrics/gynecology and related subjects, with emphasis on matters of worldwide interest. See <http://www.ijgo.org/> for the IJGO Statement of Purpose.

The IJGO will consider for publication unsolicited submissions of the following: Clinical Articles; Review Articles; and Brief Communications (including Case Reports).

The requirements of the IJGO are in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” published by the International Committee of Medical Journal Editors (http://www.icmje.org/urm_main.html).

It is the general policy of the IJGO to ensure that papers from individual low- and middle-income countries include local co-authors and collaborators. These research and academic colleagues should be identified early and be involved in research question development, Institutional Review Board approval, data collection and analysis, and manuscript preparation. Principles of community-based participatory research should be strongly considered. Co-authors should satisfy generally accepted requirements for authorship. The Editorial Board believes this supports FIGO priorities for capacity building and prevents any perception that data or research is being co-opted by scholars from high-income countries. Multi-country studies or analyses of internationally available databases do not necessarily have to meet this requirement and will be considered individually by the Editors, as are all submissions. Any questions or issues can be addressed to the Editorial Office prior to submission or may be raised during the editorial process.

All manuscripts should be prepared according to the guidelines detailed below. Any manuscript that has not been formatted per the IJGO requirements will be returned to the author. All manuscripts should be created and submitted in Word format.

1. SUBMISSION. Authors must submit manuscripts online using the Elsevier Editorial System (EES): <http://www.ees.elsevier.com/ijg/>. Hard-copy submissions will not be considered or returned. Once submitted, manuscripts undergo initial screening by the editorial staff and editors. To ensure timely processing of the large number of submissions received, papers that do not meet the journal's requirements will be declined at this stage, without peer review, and the authors will receive prompt notification. All other papers will undergo peer review.

Authors must register using EES when submitting a manuscript, at which time they will be given a username and password for

access to their Home Page (**please remember this information and avoid creating duplicate accounts**). Authors should send queries concerning the submission process or journal procedures to authorsupport@elsevier.com. Authors can check the status of their manuscript within the review process using EES. All correspondence, including notification of the editor's decision and requests for revision, takes place by e-mail and via the author's Home Page.

Please ensure that the e-mail address of the corresponding author is entered correctly and updated on EES if it changes. All correspondence regarding the submission will be sent to this e-mail address.

Authors are encouraged to include details for suggested reviewers. The details must include name, affiliation, and work e-mail address. The suggested reviewers should not have any conflicts of interest regarding the submission.

2. REQUIRED FORMS. The Author(s) Guarantee Form and the Submission Requirements Form (both available on EES at the “Select Article Type” stage of the submission process) must be completed and submitted with each manuscript. The article's principal author is responsible for ensuring that all of the necessary forms are completed accurately.

2.1. Author(s) Guarantee Form. In the Author(s) Guarantee Form (http://www.ees.elsevier.com/ijg/img/author_guarantee.doc), the article title and the names of all authors must be listed as they appear in the manuscript—the author(s) must guarantee: **(1) that all authors have participated sufficiently in the work to take responsibility for it; (2) that all authors have reviewed the final version of the manuscript and approve it for publication; (3) that neither this manuscript nor one with substantially similar content by the authors has been published elsewhere or is being considered for publication elsewhere; (4) that it has been submitted with the full knowledge and approval of the institution or organization given as the affiliation of the author(s); and (5) that they have informed the editor in a cover letter and in the manuscript itself of any conflicts of interest.**

Submission of multi-authored manuscripts implies the consent of each of the authors. After an article has been accepted for publication, the name of each author must also be listed on a Transfer of Copyright (which will be sent by the publisher) assigning FIGO all rights to the manuscript to protect the author(s) and the IJGO from unauthorized use of the article's contents.

2.2. *Submission Requirements Form.* In the Submission Requirements Form, (http://www.ees.elsevier.com/ijg/img/submission_requirements.doc) authors must check each of the relevant boxes to be certain that the article complies with the format and requirements of the IJGO. The checklist must be completed by the author(s) for inclusion in the record.

3. COVER LETTER. All submissions must be accompanied by a cover letter. The letter, which should be addressed to the Editor-in-Chief (Dr Richard Adanu), should briefly describe the study/paper and state the word count, in addition to any conflicts of interest for any of the authors.

If copyright permission is required to reproduce any material in an article, include confirmation in the cover letter that such permission has been obtained from the copyright holder (see Section 5.10.2).

If any writing assistance—other than copy editing—was provided, details (including information about any funding for such assistance) must be given in the cover letter.

4. RANDOMIZED CONTROLLED TRIALS (RCTS) AND SYSTEMATIC REVIEWS

4.1. *EQUATOR Network.* The EQUATOR Network website (<http://www.equator-network.org/home/>) explains what reporting guidelines are and why they are needed. It contains links to the checklists described below and provides useful guidance for authors and editors.

4.2. *RCTs.* Submission of RCTs must include reference to ethics approval (or explanation of why ethics approval was not received). Authors must consult the CONSORT statement and checklist (<http://www.consort-statement.org/consort-statement/>) and submit a CONSORT flow chart as an editable figure in Word/PowerPoint format.

Information regarding power calculations must be included for RCTs (see Section 5.4.1).

4.2.1. *RCT registration.* All RCTs must be registered in a **public trials registry**.

Trials that began before July 1, 2005 The IJGO will consider “retrospective registration” of trials that began before July 1, 2005 (retrospective meaning registration occurs after patient enrollment began).

Trials that began after July 1, 2005 The IJGO will consider trials beginning on or after July 1, 2005, only if registration occurred before the first patient was enrolled (prospective registration).

The IJGO will consider unregistered trials on a case-by-case basis; however, supporting information and retrospective registration would be required prior to peer review.

The clinical trials registration information should be included at the end of the abstract.

4.3. *Systematic reviews.* Reviews based on the following recommended guidelines and checklists will be given preference. Systematic reviews and meta-analyses should follow the PRISMA guidelines (<http://www.prisma-statement.org/>). Meta-analyses of observational studies should follow the MOOSE guidelines ([http://www.consort-statement.org/mod_product/uploads/MOOSE Statement 2000.pdf](http://www.consort-statement.org/mod_product/uploads/MOOSE%20Statement%202000.pdf)).

5. LAYOUT OF MANUSCRIPTS. Manuscript text should be in English (US spelling), double-spaced, font size 12, in Arial font.

5.1. *First page.* The first page of the manuscript should contain the following: (1) title; (2) full names of authors (6 maximum, although listing more authors may be considered on an individual basis if authorship requirements have been met and a request has been included in the cover letter); (3) affiliations of authors (i.e. department, section or unit of an institution, hospital or organization, city, and country where it is located; please note that street name/numbers are not required); (4) full contact details (postal address, phone/fax numbers, e-mail address) of the corresponding author; (5) a list of up to 8 keywords for indexing and retrieval; (6) synopsis (no longer than 25 words, stating the primary conclusion of the paper).

Footnotes linking author names to affiliations should be listed as ^{a,b,c} etc., rather than *,†,‡ or ^{1,2,3} etc.

The first page should also list the type of article: Clinical Article; Brief Communication; or Review Article.

5.2. *Abstract*

5.2.1. *Clinical articles.* A structured abstract not exceeding **200 words** is required for all full-length clinical articles. It should contain all and only the following headings: **Objective; Methods; Results; and Conclusion.** The Objective reflects the purpose of the study: that is, the hypothesis that is being tested. The Methods should include the setting for the study, the participants (number and type), the treatment or intervention, and the type of statistical analysis. The Results include the outcome of the study and statistical significance, if appropriate. The Conclusion states the significance of the results.

5.2.2. *Systematic reviews.* A structured abstract not exceeding **200 words** is required for systematic review articles (**Background; Objectives; Search strategy; Selection criteria; Data collection and analysis; Main results; and Conclusions**).

5.2.3. *Brief communications.* Brief communications should not include an abstract.

5.3. *Main text.* In full-length articles, subject matter should be organized under the following headings, with no subheadings: **Introduction; Materials and methods; Results; Discussion; Acknowledgments; Conflict of interest; and References.** Footnotes should be avoided and their contents incorporated into the text.

Brief communications should not have any headings separating the text.

5.3.1. *Clinical articles.* The main text of clinical articles should not exceed **2500 words**, excluding the first-page information, abstract (**no more than 200 words**), acknowledgments, conflict of interest, references (**no more than 25**), figure legends, and tables and figures. Please include the word count in the cover letter and on the first page of the manuscript.

5.3.2. *Systematic reviews.* Systematic reviews should adhere to PRISMA or MOOSE guidelines, with no more than **3000–3500 words** in the main text and **40 references**. Please include the word count in the cover letter and on the first page of the manuscript.

5.3.3. *Brief communications.* Brief communications should be no more than **400 words**, excluding the first-page information, synopsis, keywords, acknowledgments, conflict of interest, references, figure legends, and tables and figures. There should be no more than

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