

## INSTRUCTIONS FOR AUTHORS

*Hospital Chronicles*, a peer-reviewed journal, is the official journal of the Scientific Society of Evagelismos General Hospital of Athens.

*Hospital Chronicles* provides timely publication of important scientific developments in the field of medicine. The Journal publishes both basic and clinical papers of scientific merit devoted to all fields of medicine. The types of articles include: original research, comprehensive reviews, symposia and seminars, editorials, case reports, commentaries, images, letters to the editor. All submitted manuscripts must be accompanied by statements that the article has been neither published previously nor concurrently submitted for publication elsewhere and that all authors have reviewed and approved the final draft of the manuscript. Any potential conflict of interest must be disclosed.

A cover letter should include the name, complete mailing address, phone and fax numbers, and the e-mail address of the corresponding author, who should sign on behalf of all co-authors. Authorship should be limited to those who have contributed substantially to the design of the study, analysis of the data, and writing of the manuscript. All manuscripts are subjected to peer review. Authors may suggest the names and e-mail of potential reviewers; *Hospital Chronicles* reserves the right of final selection. It is recommended that all manuscripts be submitted online at:

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In case that the manuscript is submitted as hard copy, an electronic media (CD) should be included and they should be forwarded to:

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### **Statement of Purpose:**

*Hospital Chronicles* publish original, peer-reviewed articles on all aspects of clinical and basic science of medicine. Review articles may be requested, but unsolicited submissions will also be considered. All articles will go through the peer-review process. Articles from the Editors' departments will be processed through a guest editor.

### **Copyright Assignment:**

Copyright assignment is mandatory and all authors are required to assign the copyright to the publisher prior to publication.

### **Manuscript Preparation:**

Authors should submit an electronic version of the files of their manuscript. For text files, Microsoft Word (.doc) files are preferred. Manuscripts must be typed double-spaced, single columned with a minimum of 1-inch (2.5 cm) margins on all four edges. Fonts should be 10 points or larger. Arrange the contents as follows:

1. Title page
2. Abstract
3. Key words
4. List of abbreviations (keep to a minimum)
5. Text
6. References
7. Tables
8. Figure legends
9. Figures

### **Manuscript Format**

**Title Page:** Include a brief and descriptive title of the article, a short title of <50 words, authors full names, academic degrees, hospital and academic affiliations, acknowledgment of all sources of financial support, and the name, address, phone and fax numbers, and e-mail of the author responsible for correspondence and/or reprint requests.

**Abstract:** Include a brief structured abstract with no references, of ≤300 words for original articles and reviews. Structure the abstract as follows: Background, Objective, Material and Methods, Results, and Conclusions. Conclusions should be based solely on the findings of the article and state the importance and important implications of the findings. For case reports provide an abstract of 50-100 words. Avoid all abbreviations other than standard units of measurement. Use generic names of drugs. List 5-7 key words for indexing purposes.

**List of Abbreviations:** use only generally accepted abbreviations. Keep to a minimum.

**Text:** Organise text into sections:

**Introduction:** Indicate why the topic is important and state the specific objective(s) of the study. The length should not exceed 2 pages.

**Material and Methods:** Describe the methods, equipment and techniques used as well as details of the protocols. Avoid jargon, clichés, laboratory slang. References to pacemakers, defibrillators, other devices and device leads must adhere to code structures and usage conventions. Add two to three paragraphs describe the statistical methods used. The length should not exceed 3 pages.

**Results.** Describe succinctly the results obtained. Describe how observations across studies were tabulated and intergrated. Tables and figures should be cited in numerical order. The length should not exceed 5 pages.

### **Discussion and Conclusions**

The discussion should focus on the findings of the cur-

rent work, conclusions from the study, along with clinical implications and need for additional research. Use abbreviations if necessary by explaining them when first mentioned, followed by the abbreviation in parentheses. Underlining, italics, bold face typing or capitalizing should be avoided. The length should not exceed 10 pages. Place acknowledgments at the end of the text, before references. Authors whose native language is not English are strongly advised to seek proper grammatical assistance. In general, the manuscript should not exceed 25 double-spaced typed pages, 10 figures and 50 references. More references are only allowed in comprehensive review articles.

**References:** Authors are responsible for accuracy of all references. The format must adhere to the specifications of “Uniform requirements for Manuscripts Submitted to Biomedical Journals” promulgated by the International Committee of Medical Journal Editors (*N Engl J Med* 1997; 336:309-315). Examples of specific types of references are listed below. References are numbered consecutively in the order they appear in the text; use superscript numerals for text citations. Include references to unpublished material or personal communications in the text in parentheses. Journal names should be abbreviated according to the style of Index Medicus, National Library of Medicine.

**1. Journal article:** List all authors when 6 or fewer; if more than 6, list first 3 followed by “et al.” Manolis AS, Wang PJ, Estes NAM III. Radiofrequency catheter ablation for cardiac tachyarrhythmias. *Ann Intern Med* 1994; 121:452-461.

**2. Book:** Bast RC, Kuffe DW, Pollock RE, Weichselbaum RR, Holland JF, Frei E. III *Cancer Medicine* 5<sup>th</sup> ed. BC Decker Inc Hamilton, Ontario, 2000.

**3. Chapter in a book:** Manolis AS. Implantable cardioverter defibrillator leads. *In:* Estes NAM, Manolis AS, Wang PJ (eds). *Implantable Cardioverter-Defibrillators: A Comprehensive Textbook*, Marcel Dekker, Inc., New York, NY, 1994: 607-633.

**4. Agency publication:** US Preventive Services Task Force (USPSTF) Guidelines: Screening for prostate cancer: Recommendations and rationale. *Guide to Clinical Preventive Services*, 2<sup>nd</sup> edition, 1996.

**5. Abstracts:** Harris K, Small EJ, Frohlich MW, et al. Prospective trial of low dose ketoconazole (LDK) therapy in patients (Pts) with androgen independent prostate cancer (AIPC). *Proc Annu Meet Am Soc Clin Oncol* 2001, 20:2419a.

**Table(s):** Tables must be self-explanatory and supplement, not duplicate, the text. Do not use a table for data that can be described adequately in two or three sentences in the text. Each table should be typed on a

separate page and designed for economy of space and readability. Provide a title on top for each table. Notes designed in the tables and all abbreviations should be defined in a footnote. Abbreviations should be identified in alphabetical order. Footnotes should be used in the following order: \*, †, ‡, §, ||, ¶. Number tables consecutively, with Arabic numerals, in the order of their citation in the text.

**Figures:** Files tif or jpeg files with analysis of  $\geq 300$  dpi are preferred. Please check figures for typographic errors. Type all legends on a single, separate page and not on the figure itself. A sentence or two should be sufficient. Each legend should define any abbreviations found in the figure.

**Policy/Letter of Submission:** Manuscripts submitted must be original, with no portion under simultaneous consideration for publication elsewhere or previously published, except for an abstract of <400 words. Include ONLY authors who have made an important contribution to the study and are thoroughly familiar with the data. All authors are responsible for the contents and must have read and approved the manuscript and conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals published in the *Annals of Internal Medicine* 1977;126:36-47. Studies involving experimental animals and humans must conform to the guiding principles of the Declaration of Helsinki, and human subjects must have given informed consent of a study that has been approved by the Institutional Committee on Human Research at the authors' institution. Any financial or other relations must be disclosed. Letters of submission should state and confirm the above. Use of previously published graphic and tabular material is discouraged. Authors are responsible for obtaining permission for re-use of material (illustrations, tables, quotes) from other sources. Permission letters from copyright holder and the author of the original source, along with complete bibliographic information, must be submitted with the manuscript.

#### **Manuscript Categories:**

**Comprehensive reviews:** Review articles should be no more than 10,000 total words, including references, tables, and figures. References are limited to 100 and must be no older than 10 years old. Use other articles to incorporate older references.

**Case reports:** case reports are limited to 5 authors, total of 10 double-spaced pages, including text, <30 references, 1-2 tables, figure legends and a maximum of 5 figures.

**Images in Medicine:** submissions to Images should be limited to a double-spaced type-written narrative and 3 illustration panels and 5 authors. Figure legends are not used, while reference citations are limited to a maximum of 10.

**Letters to the Editor:** Letters should be double-spaced, not exceeding 1000 words, and should address issues reported to previously published articles in the Journal. Research Letters could refer to novel findings and include one table, one figure and  $\leq 15$  references.

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of the article will be available for the corresponding author to download.

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