

Guidance for Authors on the Preparation and Submission of Manuscripts to the *Journal of Gastrointestinal and Liver Diseases**

Scope

The *Journal of Gastrointestinal and Liver Diseases (JGLD)* (formerly *Romanian Journal of Gastroenterology*) publishes papers reporting original clinical and scientific research, which are of a high standard and which contribute to the advancement of knowledge in the field of gastroenterology and hepatology. The field comprises prevention, diagnosis and management of gastrointestinal and hepatobiliary disorders, as well as related molecular genetics, pathophysiology, and epidemiology. Known personalities with expertise and published papers in a specific field are invited to write reviews and editorials in our journal. Due to limited space, we do not accept any more papers related to pediatric pathology. We also do not publish experimental studies. Case reports will be accepted if of great interest and well investigated. Technical Reports and Clinical Imaging chapters should include new or improved techniques and devices used in clinical research or in the practice of gastroenterology and hepatology. Letters to the Editor, especially those mentioning an opinion on an article previously published, or expressing a new finding are welcome. Letters are selected for their importance and not all letters submitted can be published. Notes will also be accepted if on topics of professional interest.

The journal is published quarterly and papers are accepted for publication in English language. Manuscripts that do not conform to standard English style, usage or grammar are returned to the authors for modification prior to scientific review. The website address of the *JGLD* is <http://www.jgld.ro>

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*These instructions comply with those formulated by the International Committee of Medical Journal Editors. The *Journal of Gastrointestinal and Liver Diseases* is on the list of journals that follow the ICMJE's *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. The list as well as the complete document can be found at: <http://www.icmje.org>.

Please consider before submission

A covering letter should accompany your submission. You can use your own wording, but please consider the following points and make the appropriate declarations.

Redundant or duplicate publication

We ask you to confirm that your paper has not been published in its current form or a substantially similar form (in print or electronically, including on a website), that it has not been accepted for publication by another journal, and that it is not under consideration by another publication. The International Committee of Medical Journal Editors has provided details regarding duplicate or redundant publications (<http://www.icmje.org>). In your covering letter to the editors, please mention any published work that concerns the same patients or subjects as the present paper.

Conflicts of interest

Please state all possible conflicts of interest, including financial and other relationships. If you are sure that there is no conflict of interest, please state this also. The sources of funding should be acknowledged in your paper.

Permissions to reproduce published material

Please send us copies of permission to reproduce material (such as illustrations) from the copyright holder.

Patient's consent forms

The protection of a patient's right to privacy is essential. Please send copies of patient's consent forms on which patients or other subjects of your experiments clearly grant permission for the publication of photographs or other material that might identify them.

Even if patient-identifying material is not included in your paper, all studies dealing with patients or normal volunteers (including case reports) need their written informed consent. A statement must be included in the 'Methods' section of your paper.

Ethics Committee approval

You must state clearly in your submission in the Methods section that you conducted studies on human participants with the approval of the Hospital, or University Ethics Committee etc. Similarly, you must confirm that experiments involving animals adhered to ethical standards.

Authorship

We ask all authors to sign the submission letter in order to confirm that they have read and approved the paper. We also ask all authors to confirm that they have met the criteria for authorship as established by the International Committee of Medical Journal Editors, believe that the paper represents honest work, and are able to verify the validity of the results reported.

Copyright assignment

Papers are accepted for publication on the understanding that exclusive copyright in the paper is assigned to the Publisher. Authors are asked to sign a copyright assignment form after acceptance of their papers (www.jgld.ro). They may use material from their paper in other works published by themselves. Signature of the copyright form is a condition of publication and papers will not be passed to the publisher unless a signed form has been received.

Submission

All manuscripts submitted to the *JGLD* are made available for online review. The journal only accepts electronic submission of manuscripts in Word format (see Online manuscript submission). Please note that Word 2007 is not yet compatible with journal production systems. The journal cannot accept Microsoft Word 2007 documents until such time as a stable production version is released. Please use Word's 'Save As' option therefore to save your document as an older (.doc) file type.

Do not send your manuscripts in PDF format. The word count for electronic submissions is up to 3,500 words for original articles, 4,500 words for review articles 1,500 words for case reports and Clinical Imaging papers, 300 words for Letters, 300 words for Image of the issue. Manuscripts that exceed the word limit will not be accepted by the system.

Authors should NOT in addition post a hard copy submission to the editorial office, unless they are supplying artwork, letters or files that cannot be submitted electronically, or have been instructed to do so by the editorial office. Include the following where appropriate: subject consent forms; transfer of copyright form; permission to reproduce previously published material; checklist.

Double spacing should be used throughout the manuscript, which should include the following sections, each starting on a separate page: title page, abstract and key words, text, acknowledgements, references, individual tables and legend for figures. Pages should be numbered consecutively, beginning with the title page, and the Arabic numbers should be placed in the top right hand corner of each page.

Presentation of papers

Title page

The title page should carry the full title of the paper and a short title to be used as a 'running head' (and which should be so identified and should comprise up to 45 characters). The first name, middle initial and last name of each author

should appear. If the work is to be attributed to a department or institution, its full name should be included. No more than 6 authors are accepted for Case Reports, Letters, Image of the issue. Any disclaimers should appear on the title page, as should the name and address of the author responsible for correspondence concerning the manuscript and the name, address and e-mail address of the author to whom requests for reprints should be made (the author should mention if he does not want his e-mail address to be published). A word count for the text only (excluding abstract, acknowledgement, figure legends, and references) allows editors and reviewers to assess whether the information contained in the paper warrants the amount of space devoted to it, and whether the submitted manuscript fits within the journal's word limits. A separate word count for the Abstract is also useful for the same reason.

Finally, the title page should include the sources of any support for the work in the form of grants, equipment, drugs, or any combination of these.

Abstract

The second page should carry a structured abstract of no more than 250 words. Do not use abbreviations, footnotes, or references.

Background & Aims. Describe the importance of the study and the precise research objective(s) or study question(s).

Methods. Methods should include information on the following aspects of study design when applicable:

Design - describe the basic study design, e.g. randomized controlled trial, cross sectional study, cohort study, case series, survey etc;

Setting - specify whether the study was conducted in a primary or tertiary care setting, in an ambulatory care clinic or hospital, in the general community etc;

Participants - indicate the number of study subjects and how they were selected, recruited, and assigned to the intervention;

Intervention - report the method of administration and duration of the intervention.

Results. Provide the main outcomes of the study, including confidence intervals or p values.

Conclusion. State only conclusions that are directly supported by the evidence and the implications of your findings.

Review articles and case reports should include an unstructured summary.

Key words

The abstract should be followed by a list of 3–10 key-words or short phrases which will assist the cross-indexing of the article and which may be published. When possible, the terms used should be from the *Medical Subject Headings* list of Index Medicus (<http://www.nlm.nih.gov/mesh/meshhome.html>).

Text

Full papers of an original study may be divided into sections headed *Introduction*, *Methods* (including ethical and

statistical information), *Results* and *Discussion* (including a conclusion). This so-called “IMRAD” structure is not simply an arbitrary publication format, but rather a direct reflection of the process of scientific discovery. Long articles may require subheadings within some sections (especially the Results and Discussion sections) to clarify their content.

Other types of articles, such as case reports, reviews, and editorials, are likely to require other formats.

Excessive use of abbreviations is not recommended. Outline statistical methods used. Identify drugs and chemicals used by generic name (if trade-marks are mentioned, manufactured name and city should be given).

Acknowledgements

Acknowledgements should be made only to those who have made a substantial contribution to the study. Authors are responsible for obtaining written permission from people acknowledged by name in case readers infer their endorsement of data and conclusions.

References

References should be numbered consecutively in the order in which they first appear in the text. They should be assigned Arabic numerals, which should be given in brackets, e.g. [12]. References should include the names of all authors when six or fewer; when seven or more, list only the first three names and add et al. References should also include full title and source information. Journal names should be abbreviated as in Index Medicus (http://www.nlm.nih.gov/tsd/serials/terms_cond.html).

No more than 90-100 references will be accepted for reviews. For Letters to the Editor and Images of the Issue, 5-6 references. References should be typed double-spaced on separate sheet. Abbreviations of journals conform to those used in Index Medicus. Examples:

Articles

Nomura H, Sou S, Tanimoto H et al. Short-term interferon α therapy for acute hepatitis C: a randomized controlled trial. *Hepatology* 2004; 39: 1213-1219.

Gould JC, Melvin WS. Telerobotic foregut and esophageal surgery. *Surg Clin North Am* 2003; 83: 1421-1427.

Book

Whitehead WE, Schuster MM. *Gastrointestinal Disorders. Behavioral and Physiological Basis for Treatment*. Orlando: Academic Press, 1985.

Chapter in books

Kahrilas PJ, Pandolfino JE. Gastroesophageal reflux disease and its complications, including Barrett's metaplasia. In: *Sleisenger and Fordtran's Gastrointestinal and Liver Diseases*. 7th Edn, Philadelphia: Saunders, 2002, 599-622.

Avoid or keep as low as possible the use of abstracts as references. Personal communications and unpublished work should not feature in the reference list but should appear in parentheses in the text. Unpublished work accepted for publication but not yet released should be included in the reference list with the words ‘in press’ in parentheses

beside the name of the journal concerned. References must be verified by the author(s) against the original documents, although JGLD also checks the accuracy of the references.

Tables

Each table should be typed on a separate sheet in double spacing. Tables should not be submitted as photographs. Each table should be assigned a Roman numeral (e.g. Table III) and a brief title. Explanatory matter should be placed in footnotes. Explain in footnotes all non-standard abbreviations that are used in each table. Identify statistical measures of variations, such as standard deviation and standard error of the mean.

Each table should be cited in the text.

Illustrations

All graphs, photographs (on glossy paper), diagrams will be referred to as figures and should be numbered consecutively in the text in Arabic numerals. They will be submitted electronically as a separate electronic file, preferably named as “figure 1.tiff”, figure 2.jpeg” etc., or in copy actual-size and on CD-rom (if necessary). Do not prepare too small images, as there is no effective way to increase the resolution of an image beyond its original size. Figures must be at least 150 dpi to ensure quality. If scanned, line art should be at a resolution of 800 dpi, and halftones and colour at 300 dpi. For vector images (graphs, carts), eps is the best format to be used.

If a figure has been published before, the original source must be acknowledged and written permission from the copyright holder for both print and electronic formats should be submitted with the material.

Figures may be reduced, cropped or deleted at the discretion of the Editor.

Figures that are submitted in color must be published for reproduction costs. Send fax written agreement to pay for color figures reproduction to +40-264-433335, email to editorjgld@gmail.com or include with submission.

Legends for illustrations

Captions should be typed in double spacing, beginning on a separate page. Each one should have an Arabic numeral corresponding to the illustration to which it refers with a title above and explanatory notes below it. Do not embed image files or other objects in your Word document. Internal scales should be explained and staining methods for photomicrographs should be identified.

Units of measurement

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or litre) or their decimal multiples. Temperatures should be given in degrees Celsius. Blood pressures should be given in mmHg.

All hematological 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 authors before publication.

Abbreviations and symbols

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Pre-submission checklist

It is hoped that this list will be useful during the final checking of an article prior to sending it to the Journal's Editor for review:

- one author designated as corresponding author: with e-mail address, full postal address, telephone and fax numbers;
- all necessary files have been uploaded;
- keywords, running head;
- all figures and tables (including title, description, foot-notes);
- references are in the correct format for this Journal;
- all references mentioned in the reference list are cited in the text, and vice versa;
- permission has been obtained for use of copyrighted material from other sources.

Reprints

A copy of the Journal will be supplied free of charge. Reprints of the published articles will be available on payment in the amount ordered before publication. Forms for ordering reprints (minimum order 25) will be sent with proofs to authors and should be returned with corrected proofs.

Online manuscript submission

The process is simple. Go to www.jgld.ro, click on *Guidelines for authors* and read the guidelines. Then, back on the home page of www.jgld.ro, go to *Submit an article* and click. The first time you use the system, you will register for an account. You will use your account log-in and password each time you return to the site, whether to make changes in your manuscript (*edit*) or check on the status on the left menu. In case you forget the password, you have the possibility to get a new one by using the button *Forgot your password*. You will receive an e-mail with the link where you can introduce a new password.

After you log on, click on *Add new article* and start to submit the manuscript – article type, title, authors, abstract, key words, article body, references, figures, tables, proposed reviewers and cover letter, in the required order. You should propose minimum 3 reviewers. Your text and figures will be uploaded in a few minutes and you will first save the manuscript. Then you will see it again and check for corrections. You click on *Send to Editor* and your manuscript will be submitted.

Once in our system, the manuscript is assigned a tracking number and you will receive a confirmation letter. After sending, your manuscript will appear as *under evaluation*.

As soon as the reviewers' comments are ready, you will receive a letter from the editor confirming acceptance, inviting you to revise your manuscript, or informing you that the manuscript can not be accepted for publication. If you

are invited to revise your manuscript you have the possibility to make the corrections and send the manuscript again. You should add a reply letter to the reviewers answering point by point their comments.

If you encounter any problem when submitting your manuscript, please contact us at the address: editorjgld@gmail.com

By implementing this online system, we ensure greater speed and accuracy in publishing.

Peer-review procedure

The *JGLD* offers thorough peer review, online submission and immediate publication on acceptance. The journal is advised by an International Editorial Board, and a local Review Board.

The Editorial office receives about 700 manuscripts a year. The Editor-in-chief or one of the editors first reads the manuscripts received and decides upon their priority level: some are immediately sent to the reviewers, some are rejected without being sent for review and some are returned to authors with suggestions for improvement before submitting them to reviewers.

All the original papers will be reviewed by two or three independent reviewers, of whom two are international personalities. Authors are invited to suggest minimum three possible reviewers from the respective field of interest and, if they consider necessary, to mention whom they do not want to review their paper. The reviewers, who remain anonymous, are asked to evaluate the manuscript by applying the same standards as for the international journals. The reviewers send their comments to the Editor. The Editor will inform the authors about the suggestions made by the referee and ask them to answer the questions and make the required corrections. This information is provided up to three months from the date they submitted the paper to the journal.

The revised manuscript should be sent in no more than two months to the Editor. Revised manuscripts sent later will not be considered.

When the Editor receives the corrected version with all changes marked, accompanied by a letter with a point-by-point reply to the reviewers' comments, he sends those back to the same reviewer, who makes the final recommendation for acceptance or rejection of the manuscript.

All manuscripts are checked before printing by the English language Editor.

Open access

The abstract of the published articles will immediately be placed in PubMed Central. Thanks to the Open Access policy of the *Journal of Gastrointestinal and Liver Diseases*, all original articles, reviews, editorials and case reports published in the journal are available online for all to read and use free of charge. Free and unrestricted availability via the Internet to all increases the visibility of published papers and may result in higher rate of citation.

The Editorial Team
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