

GUIDELINES FOR AUTHORS

Hepato-Gastroenterology publishes work on topics concerning the medical and surgical management of GI diseases, including the exploration of new therapeutic trends. Original, unpublished papers undergo peer review before being accepted for publication. Authors are invited to suggest potential reviewers. However, in all cases, the editorial staff's decision is final.

ACCEPTANCE

Acceptance for publication is a two-stage process:

- Initial acceptance is purely on grounds of medical interest and merit.
- Editorial acceptance follows when the paper/article is being prepared for typesetting. Papers must conform absolutely to the regulations below, otherwise they will be returned UNEDITED or rewrite.

NOTE: To prevent delays in publication, we strongly suggest that papers should be checked carefully for grammatical, lexical and spelling errors **BEFORE** submission. Also note. **Please note that all materials submitted become property of the publisher and will not be returned.**

The journal publishes several types of paper:

- **Original Papers:** presenting the results of full-length studies
- **Invited Papers** (Special Topics): a series of articles on a selected GI topic.

Hepato-Gastroenterology editors select a group of co-authors to cover various related aspects. Readers are welcome to submit suggestions for Special Topics.

- **Surgical Techniques:** outlining new surgical procedures
- **Literature Reviews**
- **'Express Communication'** Original Papers or Case Reports (see below for further information)

The Editors also welcome submission of:

- Unusual or interesting photographs.
- Quiz questions.
- Letters to the Editor.
- Calendar information regarding GI-related congresses and meetings worldwide.
- Editorial articles.
- News from around the world.
- Feature articles on work/research being carried out in particular geographic locations.
- Feature articles relevant to the field of GI medicine.

SUBMISSION OF PAPERS

1. COVER LETTER

The initial submission must include a cover letter. This should explain any deviations from the standard format and any potential conflicts concerning the exclusive nature of the paper. The author is welcome to supply a brief description of the paper together with 3-5 names, addresses, phone numbers and e-mail addresses of potential reviewers. The names and complete mailing addresses (including e-mail addresses) of all co-authors should be included in the cover letter.

2. MANUSCRIPT

If you submit your paper by post please include 3 complete sets of the manuscript (with full page photocopies of any figures). The submission should be typed (font size 11 or 12), double-spaced with 1" margins on A4 paper. The first author's surname should appear in the header on each page after the Title Page. Number all pages consecutively, starting with the Title Page. Manuscripts should not exceed 15 pages, including references, tables and illustrations.

Upon initial acceptance, the authors will be asked to supply a Word file of the manuscript on 3.5" disk/CD. Do not include a disk in the initial submission.

3. TITLE PAGE

The title Page should include:

- The title of the article (not more than 85 characters long, including spaces).
- A running title (not more than 45 characters long, including spaces).
- The names of all authors involved.
- The name and location of the department or institution where the work was performed.
- The corresponding author's full name, postal address, phone and fax number and e-mail address.
- Information regarding whether the authors consider the paper an Original Paper etc.
- Information regarding in which section (listed below) of the journal the authors wish their paper to be placed.
 - Express Communication
 - Clinical Practice

- Colorectal
- Biliary Tree
- Duodenum
- Esophagus
- Gastrointestinal
- Liver
- Pancreas
- Stomach
- Spleen

- Acknowledgement of any financial support.
- A list of key words.
- A list of all abbreviations used.

4. PAPER LAYOUT

Depending on the type of article it should contain following sections:

a. Original Paper:

- Abstract
- Introduction
- Methodology
- Results
- Discussion
- References

b. Review:

- Summary
- Introduction
- Ordered process according to authors style
- (Discussion)
- Conclusions
- References

b. Surgical Techniques:

- Summary
- Introduction
- Explanation of the technique
- Discussion
- (Conclusions)
- References

5. ABSTRACT

Abstract must include an abstract of no more than 200 words. Do not include abbreviations, references or footnotes in the abstract. The abstract must have four sections:

- **BACKGROUND/AIMS**, outlining the precise purpose of the paper
- **METHODOLOGY**, giving a brief description of materials used and a concise explanation of the methods
- **RESULTS**, providing a summary of the findings
- **CONCLUSIONS**, explaining the significance of the work

6. INTRODUCTION

The introduction should give brief background information and state the reasons and purposes behind the study.

7. METHODOLOGY

This section must give sufficient information to permit detailed evaluation and duplication of the work by other investigators. Ethical guidelines followed must be described. Approval of institutional human research review committees or animal welfare committees should be cited. An outline of the statistical methods should be included here.

8. RESULTS

In this section, the findings of the work should be presented. Use tables and figures where appropriate to improve the clarity of the presentation.

9. DISCUSSION

Discuss the results in relation to other published works in the same field. Offer explanations for any differences between the presented work and previous studies. Identify hypotheses and speculation clearly.

10. LANGUAGE

The standard language of the journal is American English.

11. ABBREVIATIONS

The first appearance in the text should be written in full, with the abbreviation given afterwards in parentheses. Subsequently, only the abbreviation should be given. See below for common abbreviations.

12. NUMBERS

A number at the beginning of a sentence should be written in full. Otherwise, a number should be given in digit form.

Example: The control group included 60 subjects (34 men and 26 women). Forty-five of them were healthy volunteers (24 men and 21 women).

There should not be a space between numbers and mathematical symbols or measurement values.

Example: 35%; $p < 0.021$; 1.5cm; 2560x103/ μ L

13. REFERENCES

Number references consecutively in the order in which they appear in the text. Punctuation, order, capitalization and spacing must conform **EXACTLY** like the example given below.

- 7 Primrose JN, Axon ATR, Johnston D: Highly selective vagotomy and duodenal ulcers that fail to respond to H2 receptor agonists. *Hokkaido Igaku Zasshi* 1988; 296:1031-1045. (In Japanese with English abstract)

NOTE:

- No period (full-stop) after reference number
- No periods between or after initials
- Colon after final name
- Only first letter of title capitalized
- Period at end of title
- Journal abbreviation conforming to Index Medicus, National library of Medicine (see below) semi-colon after year
- Colon, no space between issue number and page numbers
- Hyphen, no spaces between page numbers
- Period at end

14. TABLES

Tables should be typed on separate A4 sheets. Place the table number and title above the table, and any explanatory notes below the table. All tables must be included on the disk when this is submitted (**please type into a WORD document, do not insert the table as a picture**). Please use tabs rather than spaces to separate columns.

15. FIGURE LEGENDS

Figure Legends should be typed on a separate A4 sheet. Figures should be numbered in order of presentation in the text. The legends should permit interpretation of the figures without reference to the text. All figure legends must be included on the disk when this is submitted.

16. FIGURES

If you submit your article by post please submit 3 complete sets of high-quality glossy prints in 3 separate envelopes. Use only the minimum number of figures required to illustrate a point. Do not duplicate data already present in the text or tables. Figures should be submitted in their actual size with labels at least 1.5mm high. The largest size that can be published without reduction is 17.5cm wide and 22cm high. If scanned figures/tables are to be submitted within the Word document, they should be scanned at a resolution of 304 dpi. Please submit a suggested layout for related figures on a separate sheet. Do not mount figures. Attach to the back of each figure a self-adhesive label with the author's last name, the figure number and an arrow pointing to the top. Note: color illustrations are accepted if they make an exceptional contribution to the article. Authors will be required to subsidize the publication of color figures at a cost of 800 Euros per figure.

DISK SUBMISSION

Upon acceptance of a manuscript for publication, the author will be asked to supply an electronic version of the manuscript. This may be in the form of an e-mail attachment or a disk. The disk must be prepared as follows:

1. It must be 3.5" in size and formatted for IBM-DOS. The disk must be labeled with the author's last name and our manuscript reference number.
2. It must contain a Microsoft Word (or compatible) version of the manuscript in a single file. Tables and figure legends must be included in the file. The electronic version must be **EXACTLY** the same as the paper version.
3. Please use the minimum amount of formatting necessary. Do not use endnotes, footnotes or hyperlinks.

GALLEY PROOFS

As soon as a manuscript has been edited and typeset, **a copy of the galley proof will be sent to the author by e-mail as a PDF file**, it is therefore very important to keep the editorial office informed of current e-mail addresses and correspondence details. Timely correction of the galley proof is essential to ensure speedy publication of the article. At this stage, authors may make only minor corrections; major rewrites cannot be accepted, nor can the author make significant changes to the manuscript (i.e., add new data, figures etc). At this point, the author may order reprints. As the journal tries to minimize the cost of publication to allow for a wider distribution, the journal must charge for reprints. The cost is based on the number of printed pages in each article. The minimum order is 100 reprints.

EXPRESS COMMUNICATION

Original Papers and Case Studies which present new and important surgical methods, diagnostic developments or therapeutic advances of exceptional scientific importance will be considered for publication in the next available issue of the journal as 'Express Communication' papers. Authors wishing to publish within this section should submit a cover page and abstract to the **Hepato-Gastroenterology** editorial office by fax or email before submission of the article in its entirety. If accepted, the paper should be limited to 10 double-spaced typed pages (font size 11 or 12), including tables, figures and references. Three copies of the paper and figures, together with a Word version of the manuscript on 3.5" disk should be submitted as quickly as possible to ensure speedy publication.

If the paper is not accepted for 'Express Communication', it may be resubmitted as a new, original paper.

IASGO Editorial and Head Office

c/o Professor N. J. Lygidakis, Secretary General
P.O. Box 17160, GR-100 24 Athens, Greece
Tel: +30 210 7213949, Fax: +30 210 7245988, E-mail: iasg@iasg.org

COMMON ABBREVIATIONS

ADP	adenosine diphosphate
ADPase	adenosine diphosphatase
ALT	alanine aminotransferase
anti-HAV	antibody to hepatitis A virus
anti-HBc	antibody to hepatitis B core antigen
anti-Hbe	antibody to hepatitis B e antigen
anti-HBs	antibody to hepatitis B surface antigen
anti-HCV	antibody to hepatitis C virus
anti-HDV	antibody to hepatitis D (delta) virus
AST	aspartate aminotransferase
ATP	adenosine triphosphate
ATPase	adenosine triphosphatase
BUN	blood urea nitrogen
CAH	chronic active hepatitis
CD	Crohn's Disease
CDAI	Crohn's Disease Activity Index
HAV	hepatitis A virus
HBcAg	hepatitis B core antigen
HBeAg	hepatitis B e antigen
HBsAg	hepatitis B surface antigen
HBV	hepatitis B virus
HCC	hepatocellular carcinoma
HCV	hepatitis C virus
HDV	hepatitis D (delta) virus
H&E	hematoxylin and eosin stain
IBD	inflammatory bowel disease
Ig	immunoglobulin
KICG	plasma disappearance rate of indocyanine green
NSAID	nonsteroidal anti-inflammatory drug
PBS	phosphate-buffered saline
RBC	red blood cell
RIA	radioimmunoassay
SGOT	serum glutamic oxaloacetic transaminase
SGPT	serum glutamic pyruvic transaminase
SI	saturation index
TPN	total parenteral index
UC	ulcerative colitis

UNITS

°C	degree(s) Celsius
cpm	counts per minute
cps	counts per second
cm ³	cubic centimeter(s)
cycle/min	cycles per minute
cycle/s	cycles per second
day(s)	day(s)
<i>d</i>	density
°F	degree(s) Fahrenheit
<i>g</i>	gram(s)
<i>g</i>	gravity, gravities
<i>t</i> _{1/2}	half-life
Hz	hertz
h	hour(s)
in	inch(es)
IU	international unit(s)
K	kelvin
kcal	kilocalorie(s)
kg	kilogram(s)
L	liter(s)
mL	milliliter(s)
μL	microliter(s)
m	meter(s)
μm	micrometers
x	magnification
mile/h	mile(s) per hour
mm Hg	millimeters of mercury
min	minute(s)
Mol/L	molar
mo	month(s)
mol	mole(s)
N	normal
oz	ounce(s)
lb	pound(s)
rpm	revolutions per minute
rps	revolutions per second
s	second(s)
U	unit(s)
V	volt(s)
W	watt(s)
wk	week(s)
yr	year(s)

STATISTICAL TERMS

χ^2	method chi-squared method
<i>r</i>	correlation co-efficient
<i>df</i>	degrees of freedom
<i>x</i>	mean
NS	not significant
<i>n</i>	number of observations
<i>P</i>	probability
SD	standard deviation
SE	standard error
SEM	standard error of the mean
F	variance ratio