

# Guidelines for Authors

## Journal of The Egyptian Society of Cardio-Thoracic Surgery (J. Egypt. Soc. Cardiothorac. Surg.)

---

### Editorial Office

Please address all correspondence to:

Ezzeldin A. Mostafa, MD, Editor, en-chief

Journal of the Egyptian Society of Cardio-thoracic Surgery

330 El-Sudan St., Imbaba 12411 , Giza ,Egypt.

Telephone: (+202) 303 8054

Fax: (+202) 303 6634

E-Mail: [jegyptscts@gmail.com](mailto:jegyptscts@gmail.com)

WEBSITE: [www.arabmedics.com/jescts.html](http://www.arabmedics.com/jescts.html)

---

The Journal of the Egyptian Society of Cardio-Thoracic Surgery [ISSN 1110-578 X] is the official publication of the Egyptian Society of Cardio-thoracic Surgery. The journal is published every three months .

### General Instructions

Every submission must include:

Cover letter, indicating the category of article , the Complete manuscript, including title page, abstract, text, tables, acknowledgments ,references illustrations .

### Required Disclosures

**A. Conditions for Publication Form** which includes disclosures regarding freedom of investigation and conflicts of interest, signed by all authors. In single Author publication an additional Senior Consultant Signature is required.

**B. Written permission from the publisher** (copyright holder) is required to reproduce any previously published table(s), illustration(s) or photograph(s) in both print and electronic media.

**C. Written permission from unmasked patients** appearing in photographs is also required.

### Revised Manuscripts

Revised manuscripts must be submitted in three parts as Microsoft word-processing files :

- (1) cover letter with responses to reviewers' comments
- (2) revised, marked manuscript showing additions and deletions
- (3) revised, unmarked manuscript.

### General Information

Three copies of the Manuscripts should be sent preferably

prepared in Microsoft Word , typed *double-spaced* throughout (including title page, abstract, text, references, tables and legends) with one (1) inch (2.5 cm) margins all around. Place Author name and page number in the upper right corner of each page.

Manuscripts written in 12 point *Arial* or *Times New Roman* fonts are preferred (Note: Do not submit your manuscript in PDF format it causes problems in processing your submission.) Arrange manuscript as follows: (1) title page, (2) abstract, (3) text, (4) acknowledgments, (5) disclosures if required, (6) references, (7) tables and (8) legends. Number pages consecutively, beginning with the title page as page 1 and ending with the legend page.

If your manuscript contains illustrations, in addition to submitting them online, you must send two sets of original illustrations to the editorial office labeled with manuscript number, first author, and figure number on back.

Tables and figures should be provided separate from the text while their position in the text should be marked on the manuscript.

### Word Limits by Category of Manuscript

**Original articles** should not exceed 4500 words including title page, abstract of 150-200 words, text, figure legends and references. The combined total of illustrations and tables should not exceed 10 and the number of references should not exceed 40.

**New Technology** articles are limited to 2500 words including title page, abstract, text, figure legends and references. The number of tables should not exceed three; the number of illustrations should not exceed six if tables are included; eight if there are no tables. The number of references should not exceed 10.

**Case Reports** and "The way I do it" articles are limited to a total of 1500 words including title page, abstract, text, references and figure legends. For each illustration subtract 100 words and for each table subtract 300 words from the word limit. References are limited to eight. A "The way I do it" article should be a description of a useful surgical technique and contain descriptive, illustrative material.

**Images in Cardiothoracic Surgery** are limited to 350 words

including title and text and to two, possibly three figures. The entire contribution must fit on one printed page.

**Review Articles** are limited to 6500 words including title page, abstract, text, figure legends and *all references*. The total number of references should not exceed 80. Subtract 100 words for each illustration and 300 words for each table.

**Our Surgical Heritage** articles are limited to 2500 words including title page, abstract, text, figure legends and references. Subtract 100 words for each illustration and 300 words for each table.

**Correspondence** (Letters to the Editor) and **commentaries** are limited to 500 words. Subtract 100 words for each illustration and 300 words for each table.

**Editorials** are limited to 2500 words including references. Subtract 100 words for each illustration and 300 words for each table.

### Manuscript Preparation

#### Title Page (first page)

**The Title** is limited to 100 characters and spaces for original manuscripts and to 80 characters and spaces for all other categories of manuscripts. The title may not contain acronyms or abbreviations. All submissions, including correspondence, must have a title.

**Running Head** Supply a short title of 40 characters and spaces.

**Authors** List all authors by first name, all initials, family name and highest academic degree using "MD, PhD" for holders of both degrees (if more than 7 Authors justify).

**Institution and Affiliations.** List the name and full address of all institutions where the work was done. List departmental affiliations of each author affiliated with that institution after each institutional address.

**Meeting Presentation** If the paper has been or is to be presented at the annual meeting of The Society, provide the name, location and dates of the meeting.

**Keywords** Provide up to 5 keywords selected from the appended list to describe the manuscript. Do not use any keywords that are not on the list.

**Word Count** Provide the electronic total word count of the entire manuscript including title page, abstract, text, figure legends and entire reference list.

**Corresponding Author** Provide the name, exact postal address with *postal code, telephone number, fax number and e-mail address* of the author to whom communications, proofs and requests for reprints should be sent.

#### Abstract Page (Second page)

##### Original Articles

Provide a structured Abstract, no longer than 250 words, divided into four sections:

Background or objective, Methods, Results, Conclusions. Avoid abbreviations and acronyms. Indicate the abstract word count below the abstract.

##### New Technology

Provide an abstract, of no longer than 175 words, divided into four sections: Purpose, Description, Evaluation and Conclusions. Indicate the abstract word count below the abstract. [Disclosure stating the source of all funds to the study, plus freedom from outside interests and freedom to fully disclose all results; these statements are mandatory for all new technology articles only]

**"Case Reports" and "The way I do it"** articles, review articles and our surgical heritage articles. Provide an unstructured abstract of 100 words while for.

Images, correspondence, commentaries, editorials and updates. No abstract is required.

##### Text

should be organized as follows: Introduction, Material (or Patients) and Methods, Results, and Comment. Cite (discussion) references, illustrations and tables in numeric order by order of mention in the text.

**Avoid Abbreviations** Consult the *American Medical Association Manual of Style*, 9th edition, for recommended abbreviations. Define abbreviations at first appearance in the text. *If 8 or more abbreviations or acronyms are used, provide a separate table of abbreviations and acronyms.*

**Measurements and Weights** should be given in standard metric units. Statistical nomenclature and data analysis. Follow the "Guidelines for Data Reporting and Nomenclature" published in *The Annals of Thoracic Surgery* (1988;46:260-1).

**Footnotes.** Type footnotes at the bottom of the manuscript page on which they are cited. **Suppliers.** Credit suppliers of drugs, equipment and other brand-name material mentioned in the article within parentheses in text, giving company name, city and country.

##### Acknowledgments

Grants, financial support and technical or other assistance must be acknowledged at the end of the text before the references.

##### References

Identify references in the text using arabic numerals in brackets on the line. Type references double-spaced after text or acknowledgments beginning on a separate sheet. Number consecutively in the order in which they appear in the text. Journal references should provide inclusive page num-

bers; book references should cite specific page numbers. Journal abbreviations should conform to those used in Index Medicus. follow the formats outlined below:

**Journal Article** Jones DR, Stiles BM, Denlinger CE, Antie P .Pulmonary segmentectomy: results and complications. *Ann Thorac Surg* 2000;76:343-9(List *all* authors if 6 or fewer; otherwise list first 3 and add "et al.")

#### **Chapter in Book**

12. Vinten-Johansen J, Zhao Z-Q, Guyton RA. Cardiac surgical physiology. In: Cohn LH, Edmunds LH Jr, eds. *Cardiac Surgery in the Adult*. 2nd ed. New York, NY: McGraw-Hill; 2003:53-84.

#### **Internet Address**

3.1996 NRC Guide for the Care and Use of Laboratory Animals. Available at: <http://www.nap.edu/readingroom/books/labrats/contents.html>. Accessed October 20, 2003.

#### **Tables;**

Tables should be typewritten double-spaced on separate sheets (one to each page). Do not use vertical lines. Each table should be numbered (Arabic) and have a title above. Legends and explanatory notes should be placed below the table. Abbreviations used in the table follow the legend in alphabetic order. Lower case letter superscripts beginning with "a" and following in alphabetic order are used for notations of within-group and between-group statistical probabilities.

#### **Figure Legends**

Figure Legends should be numbered (Arabic) and typed double-spaced in order of appearance beginning on a separate sheet. Identify (in alphabetical order) all abbreviations appearing in the illustrations at the end of each legend. Give the type of stain and magnification power for all photomicrographs. Cite the source of previously published material in the legend and indicate that permission has been obtained; Proof of permission must be surface mailed or faxed to the editor .

#### **Illustrations**

You must send two sets of original illustrations to the editorial office labeled with manuscript number, first author, and figure number on back.

Images or figures are submitted online as one or more separate files that may contain one or more images. Within each file containing images, use the figure number (eg, Figure 1A) as the image filename. Powerpoint (.ppt) files are also accepted, but for line drawings only and you must use a separate Powerpoint image file for each Powerpoint figure.

Most illustrations will be reproduced at a width of one column (8.25 cm; 3 1/4 inches). Black, white and widely cross-hatched bars are preferable; do not use stippling, gray fill or thin lines.

#### **Instructions**

Identify print proofs of figures on the back with figure number and name of the first author; when necessary, indicate the top with an up arrow

Please include hardware and software information, in addition to the file names, with figures submitted electronically or on disk

For figures submitted in electronic format, all images should be at least 5 inches wide.

Color images need to be CMYK, at least 300 dpi.

Gray scale images should be at least 300 dpi .

Line art (black and white or color) and combinations of gray scale and line art should be at least 1200 DPI .

#### **Cover Letter**

Include with the manuscript a cover letter that provides 1) the category of manuscript (e.g., original research, Brief Communication, Letter to the Editor); 2) statement that the material has not been previously published or submitted elsewhere for publication; 3) information about any personal conflicts of interest of any of the authors; and 4) names of sources of outside support for research, including funding, equipment, and drugs . You may also submit the name of one reviewer of your choice. You should include that individual's mailing address, telephone number, fax number, and e-mail address.

Before publication of an accepted manuscript, each author is required to certify by signing the Conditions for Publication Form that he or she has participated sufficiently in the work and approved the final version of the manuscript to be published.

In addition, each author must indicate whether or not he has had full "freedom of investigation" which is defined as freedom from outside interests in controlling the design of the study, acquisition, analysis, and interpretation of data and having freedom to fully disclose all results. Exclusive Publication Statement Each author must certify that none of the material in this manuscript has been published previously in either print or electronic form, and that none of this material is currently under consideration for publication elsewhere. This includes symposia and preliminary publications of any kind except an abstract of 400 words or fewer.

#### **Conflict of Interest**

The J. Egypt. Soc. Cardiothorac. Surg. requires authors to disclose any conflict of interests. Authors who have a financial relationship with one or more companies whose products are featured in an article will disclose the existence of this relationship in a box at the bottom of the first page of the published article.

#### **Consultant Statistician and Statistical Methods**

All manuscripts with statistical analysis are required to undergo biostatistical review .The most appropriate way is to involve a biostatistician consultant or coauthor from the investigators' home institution . Manuscripts may undergo further biostatistical review by the journal after submission.

Additional information on statistical methods can be found in "Uniform Requirements for Manuscripts Submitted to Biomedical Journals"(www.acponline.org/journals/resource/unifreq.htm).

#### Copyright

Authors of articles submitted to The J. Egypt. Soc. Cardiothorac. Surg. must transfer copyright to The Egyptian Society of Cardio-Thoracic Surgery by signing the "Conditions for Publication Form." This transfer becomes binding upon acceptance of the article for publication. No part of the published material may be reproduced elsewhere without written permission.

Date of Receipt: The "received for publication" date is the date when the editorial office receives the manuscript, the cover letter, and the Copyright Transfer and Author Declaration Statement, signed by all authors. The revised manuscript on disk and all camera-ready figures.

For Date of acceptance : a letter is provided from the editor.

#### Checklist

##### A] Cover Letter

- Letter to the Editor
- Manuscript category designation .
- Single-journal submission affirmation .
- Conflict of interest statement (if appropriate).
- Sources of outside funding.
- Signed Statistical Collaboration .

##### B] Complete Manuscript

- Title page .
- Title of article
- Full name(s), academic degrees, and affiliation(s) of authors.
- Corresponding author .
- Telephones, fax, and e-mail address
- Abstract (250 words; double-spaced) .
- Ultramini-abstract (50 words; double-spaced) .
- Text (double-spaced).
- References (double-spaced; separate pages).
- Tables (double-spaced; separate pages).
- Figures (separate files; on hardcopy; properly identified),
- Figure legends (double-spaced; separate pages) .
- Word count.

##### C] Required Disclosures

- Conditions for Publication Form which includes disclosures regarding freedom of investigation and conflicts of interest, signed by all authors. Which transfer copyright to The Egyptian Society of Cardio-Thoracic Surgery
- Written permission from the publisher (copyright holder) is required to reproduce any previously published material .
- Written permission from unmasked patients appearing in photographs.