

INSTRUCTIONS TO AUTHORS

General information

ANNALS OF HEPATOLOGY publishes original research on the biology and diseases of the liver in both humans and experimental models. Contributions may be submitted as regular articles. The journal also publishes concise reviews of both basic and clinical topics. Authors interested in contributing reviews are requested to first contact the Editor or one of the Associate Editors with an outline of the proposed article. Clinical case reports are considered if they provide significant new information on a specific disease. Letters to the Editor may be subjected to peer review and undergo editing for clarity and brevity.

The journal publishes only in English. Authors lacking facility with English syntax should seek the appropriate editorial assistance prior to submitting their manuscript. Material requiring major editorial work will be returned without review.

Authors must submit two complete printed copies of the manuscript, prepared as specified below. The journal also requires a computer disk with identical text and an unmounted, publication-quality set of Tables and Figures. Submissions should be mailed with a cover letter from the corresponding author to:

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The journal uses anonymous peer review in evaluating manuscripts for publication. Manuscripts the Editors think are incomplete or unlikely to be accepted will be returned to the authors as an Early Reject without a full peer review. The Editors allow a single resubmission only after the initial disposition, which should be received within 4 months from the time of receipt of the initial disposition letter. A manuscript requiring more than a single revision or returned beyond 4 months will be considered a new submission. All submitted materials remain in the Editorial Office with the exception of glossy prints. Glossy figures returned by referees will be returned to authors if they are received in the Editorial Office. The Editorial Office will hold one glossy set for their files.

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Cover letter

Any material that could constitute prior or concurrent publication of similar data by any one of the authors should be submitted with the manuscript. Such material includes symposium proceedings, book chapters, invited papers, and the like.

Authors may suggest the names of reviewers whose expertise qualifies them to review the work. Any reviewers the authors wish to exclude may be listed along with the reason for exclusion. While all suggestions will be considered, the final choice of reviewers rests with the Editor or responsible Associate Editor.

It is assumed that the corresponding author speaks for his or her coauthors and certifies that all listed authors participated meaningfully in the study and that they have seen and approved the final manuscript. The letter should describe any commercial affiliation or consultancy of

an author that could be construed as a conflict of interest with respect to the submitted data. If the Editor finds that such activities raise the appearance of a conflict, he may recommend disclosure in a footnote. Otherwise, the information will remain confidential.

Organization of the manuscript

Manuscripts describing original research should contain (in this order) a title page, a footnote page, an abstract, an introductory statement (without heading), a description of experimental procedures or methods, the results, a discussion and, on separate pages, a list of references, figure legends, and tables. Authors have the option of combining the results and discussion and are encouraged to do so for short manuscripts.

Hard copy versions should be double-spaced throughout, including the footnote page, list of references, figure legends, and tables. All pages must be numbered in the upper right-hand corner, starting with the title page. The version on disk should contain identical information.

Original manuscripts must be no longer than 4,000 words (excluding references) and include no more than 50 references. Manuscripts that are redundant or contain extraneous material will be returned for shortening, even if otherwise acceptable. Concise Reviews should be no longer than 3,500 words and the reference list need not be exhaustive.

It is expected that submitted Case Reports will include a detailed analysis of the case and a review of the available literature. Only those case reports which are truly original and are likely to significantly influence medical practice are likely to be considered for publication. Others may be considered for publication in an abbreviated form as a letter to the editor.

Letters to the editor which comment on articles recently published in THE ANNALS OF HEPATOLOGY are invited. Brief case reports or new findings may also be submitted and include a single supporting illustration. Letters should be double-spaced and less than 2 pages in length.

Title page

Provide a concise title of not more than 100 characters, not including spaces between words. In the case of work with experimental animals, indicate the species used. List the full names of the author(s). Indicate the institutional affiliation. In a multi-authored work involving more than a single institution, indicate individual affiliation by means of a superscript Arabic number. Indicate a change of address similarly. Provide a list of up to 5 key words that do not appear in the title itself.

Footnote page

List footnotes to the title page. Provide the contact information for the author to whom proofs should be sent (name, address, telephone number, fax number, and e-mail address). List abbreviations used with the expansions in the order of their mention in the paper. Finally, list grants and other financial support on this page.

Abstract

Abstracts should be continuous text organized as background and rationale for the study, main results, and conclusions. The total length should not exceed 250 words. The last section of the abstract should start with "In conclusion."

Introduction

Provide the minimum background information that will orient the general reader. Do not engage in a literature review.

Experimental Procedures

Provide a level of detail such that another investigator could repeat the work; for methods that are used without significant modification, citation of the original work will suffice.

Human subjects. For reports of research using human subjects, provide assurance that (a) informed consent in writing was obtained from each patient and (b) the study protocol conformed to the ethical guide-

lines of the 1975 Declaration of Helsinki as reflected in a priori approval by the appropriate institutional review committee. Refer to individual patients by number, not by initials.

Animal experimentation. In studies involving animal experimentation, provide assurance that all animals received humane care according to the criteria outlined in the "Guide for the Care and Use of Laboratory Animals" prepared by the National Academy of Sciences and published by the National Institutes of Health (NIH publication 86-23 revised 1985).

Genetic sequence data. In papers reporting a novel DNA or amino acid sequence, verify that the data have been or will be submitted either to GenBank or EMBL, and provide the accession number. This information need not accompany the initially submitted manuscript but must be available for inclusion in the final publication. Accession numbers appear as footnotes to the text or in the relevant figure legend. It is understood that authors publishing in *ANNALS OF HEPATOLOGY* will make cloned DNA, hybridomas, mutant animals, and other resources available to qualified investigators.

Include the names and locations (city and state or country) of manufacturers when mentioning proprietary drugs, tools, instruments, software, etc.

Statistics. Identify and provide references for the statistical methods used. The legends of figures and tables should specify the number of observations and whether estimates of variance are SD or SE.

Results and Discussion

Present the major findings of the study in graphic form if practicable. Do not illustrate minor details if their message is conveyed adequately by simple descriptive text. Mention all tables and figures. In the discussion, concisely present the implications of the new findings for the field as a whole, minimizing reiteration of the results, avoiding repetition of material in the introduction, and keeping a close focus on the specific topic of the paper.

Acknowledgment

Acknowledge personal assistance and providers of special reagents. Note that grant and other financial support is listed on the footnote page, not here.

References

Number references in the order cited as Arabic numerals in parentheses on the line. Only literature that is published or in press (with the name of the publication known) may be numbered and listed; abstracts and letters to the editor may be cited, but they must be less than 3 years old and identified as such. Refer to only in the text, in parentheses, other material (manuscript submitted, unpublished data, personal communication, and the like) as in the following example: (Chercheur X, unpublished data). If the owner of the unpublished data or personal communication is not an author of the manuscript under review, a signed statement is required verifying the accuracy of the attributed information and agreement to its publication. Do not use Endnote or other word processing tools that may embed references in code. Type reference numbers in parentheses within the text and type out the reference list as normal text at the end of the manuscript.

Use Index Medicus as the style guide for references and other journal abbreviations. List all authors up to seven, using seven and "et al." when the number is greater than seven.

Articles in journals

Miquel JF, Covarrubias C, Villaroel L, Mingrone G, Greco AV, Puglielli L, Carvallo P, et al. Genetic epidemiology of cholesterol cholelithiasis among Chilean Hispanics, Amerindians, and Maoris. *Gastroenterology* 1998;115:937-46

Books

2. Watson JD. *The Double Helix*. New York: Atheneum, 1968:1-6.

Book chapters

3. Hofmann AF: The enterohepatic circulation of bile acids in health and disease. In: Sleisinger MH, Fordtran JS, eds. *Gastrointestinal Disease*. Volume 1. 5th ed. Philadelphia: Saunders, 1993;127-150.

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Abbreviations

Standard abbreviations not requiring definition can be found in the American medical Association Manual of Style. Do not abbreviate otherwise unless a term is used more than five times in the manuscript. In this case, the abbreviation should be spelled out, in parentheses, in its first use in the text and also listed on the footnote page (see previous page). Abbreviations used in figures or tables should be defined in the legend. Express temperatures as degrees Celsius and other measurements in SI units.

Drug names

Use generic names. The proprietary name may be mentioned in parentheses with the name and location (city and state or country) of the manufacturer.

Tables

Prepare tables on individual sheets of paper, double spaced and numbered consecutively with Arabic numerals in the order of their appearance in the text. Do not duplicate material presented in a figure.

Figure legends

Number figures with Arabic numerals in the order mentioned in the text. Provide a title (this should not appear on the figure itself) and sufficient explanation to render the figure intelligible without reference to the text. Explain all abbreviations and symbols. For any copyrighted material, indicate that permission has been obtained (see Permissions, above). Type figure legends consecutively on a separate sheet of paper.

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The journal requires four sets of figures. Mark the back of each figure in pencil with the figure number, its orientation, and the name of the first author. Multipart figures for use by reviewers may be mounted. Do not use paper clips, ink, or other handling that could damage the figures. Photocopies of material other than photomicrographs are acceptable for review purposes if they convey the intended information; it is the author's responsibility to ensure that such material is adequate for review. Figures will be printed as a width of one column (9 cm), two columns (18 cm), or one and a half columns (13.5 cm). Letters and symbols should be sized such that after reduction (if necessary) the smallest lettering will be at least 1.5 mm and the symbols at least 1 mm. Place the unmounted, best-quality set in an envelope labeled "for publication."

Black and white. Provide clean laser prints of black and white drawings and high-contrast glossy 18-cm-wide photographs of all half-tone figures, e.g. photomicrographs, gels, etc. Manually typed or handwritten material is not acceptable.

Color. Provide glossy prints in which lettering and symbols are clearly visible against the background. Authors are charged for color figures, the cost being approximately \$750 for the first page (whole or partial). The publisher will provide a cost estimate once a manuscript has been accepted. If an author is unable to support this charge and the use of color is deemed essential for accurately presenting the data, appeal for a cost reduction may be made to the Editor.

Digital figures. Refer to the Specifications for Supplying Digital Artwork page in this section for instructions on supplying digital figures.

Cover photograph. Authors with accepted manuscripts (or accepted pending minor revision) may submit artwork for consideration for the cover. The material may be different from the figures used in the article but should represent its content. Single slides or color photographs are preferred, and multiple examples may be submitted. Individual

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Most word-processing formats are acceptable (Microsoft Word, WordPerfect); Microsoft Word is preferred. If the program used is non-standard, the material should be provided also in text format on a separate disk, marked as "text file".

Include the manuscript title and author name(s) on the diskette label.

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WBS is able to receive files from various media types. It is important to send clearly labeled media listing the job name, contact person, project name, date, and number of diskettes or cartridges (ie, 1 of 3, 2 of 3, 3 of 3). It is also helpful to WBS to know which programs, versions, platforms, and operating systems were used to generate the files being supplied. WBS has the ability to receive digital files from the following list of media types; however, we are constantly acquiring new media types as technologies change. Please consult the Manager of Journals Production if you have questions concerning media types.

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Black and White (B/W) line art can exist in two basic types: pixel-based or vector-based. All pixel-based line art is typically generated by scanning the image with either a flatbed or drum scanner to produce a raster image of the original. Vector-based line art is generated using a drawing program such as Freehand or Illustrator.

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Note that the following file formats are not acceptable for printing as they are low resolution: Powerpoint, JPG, GIF, ONG, PCX, PNG, XBM, Word, Excel.

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