

## Instructions for Authors

**Submissions for publication** - The official language for writing and submitting the papers is English. To submit an article you must be registered to our website. Click "Sign Up" button to register or Go to <http://www.italianjog.com/register>. The papers must be sent in electronic format through <http://www.italianjog.com/submitArticle>. Then you will have to fill in a form. Once the article will be revised, you will receive the review outcome by email.

**Covering letter** - Manuscripts should be accompanied by a covering letter containing: a) a statement that the publication costs indicated by the publisher have been accepted; b) the explicit declaration that the manuscript is not under simultaneous consideration by any other publication; c) information on prior publication of any part of the paper (any permission needed to reproduce it or to use illustrations should be included).

### Declarations Required:

**In order to have a careful and an effective evaluation by the Referees, it is necessary to state explicitly:**

- a) **The presence of conflict of interest**
- b) **The application of the standards on patient informed consent**
- c) **The pursuant of the rules on animals protection during scientific experiments.**

**Papers considered for publication** - Only original papers concerning human reproduction or gynaecology and obstetrics are considered. Published papers become the permanent property of the Journal and may not be reproduced by any means, in whole or in part, without the written consent of both the Author and the Editor.

The following types of papers are published:

1. Biological papers on anatomy, histology, ultrastructure, physiology, microbiology, genetics, virology and pathology concerning gynaecology and obstetrics. Maximum 20 pages of typed text, references, tables and illustrations included (contained in 4 pages).
2. Clinical papers, reporting clinical research, case reports, evaluation of surgical techniques or medical treatments concerning gynaecology and obstetrics. Maximum 20 pages of typed text, references, tables and illustrations included (contained in 4 pages).
3. Editorials and Reviews. Editorials express the personal opinion of the Author(s) shared by the Editorial Staff. Review articles summarize present knowledge on biological and clinical subjects.
4. Point of view, presenting the personal evaluation of the Author(s) about clinical, biological or ethical problems concerning gynaecology and obstetrics. Maximum 10 pages of typed text, including references and illustrations (not more than 4 pages).
5. Letters to the Publisher, comments and discussions preferably on articles previously published in the journal. Maximum 2 typed pages, including not more than 5 quotations.
6. Proceedings of Congresses can be considered for publication. Proceedings regarding Congresses of Societies affiliated to SIGO (Società Italiana di Ostetricia e Ginecologia) could be eventually published also as supplements to the Journal.

**Preparation of the manuscripts** -Please begin each of the following sections on separate pages: title and authors page, abstract and key words in English, text, acknowledgements, references, individual tables and figures with the relevant legends. Please number pages consecutively, starting from the title and authors page.

**1. The title and authors page should contain:**

- a. the title of the article (avoid abbreviations);
- b. a short running head or foot-line of not more than 40 characters;
- c. first name, middle initial and lastname of each author;
- d. name of department(s) to which the work should be attributed (affiliation of each author);
- e. name and address included the e-mail address of the Author responsible for correspondence about the manuscript;

**2. the source(s) of eventual support in the form of grants /funds, equipment, drugs, or all of these. The abstract, both in English and Italian language, should be of not more than 200 words and should state the purposes of the study or investigation, the basic procedures /methods, the main findings /outcomes and the relevant conclusions. The abstract has to be followed by 3-10 key words preferably referring to terms listed by the "Index Medicus".**

**3. The text of the article in English language, should be divided into sections:**

- a. Introduction;
- b. Materials and methods;
- c. Results;
- d. Discussion.

When reporting experiments on women please indicate whether the procedures followed were in accordance with the ethical standards of the Committee on human experimentation (institutional or regional) or with the Helsinki Declaration of 1975, as revised in 1983.

When reporting experiments on animals, please indicate whether the institution's or the Nation Research Council's guide for the care and use of laboratory animals was followed. Authors are responsible for obtaining written from persons (acknowledged by name), subject to experiments.

**4. References.** Please number references consecutively in the order in which they are first mentioned in the text. Identify references in text, figures and tables, and legends by Arabic numerals in parentheses. Use the format of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (Vancouver style- JAMA 1993;269:2282- 6). Journal titles should conform to abbreviations used in "Cumulated Index Medicus". The references must be verified by the author(s) against the original documents. Examples of correct forms of references are given below:

- a. **Standard journal articles:** list all the last names of the authors followed by the initial of the first names (not followed by dots), but if the number of authors exceeds six, give six followed by et al.:  
*You CH, Lee KY, Chey WY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. Gastroenterology 1980;79:311-4.*  
Please put a comma to separate the authors.
- b. **Chapters in a book:**  
*Weinstein L, Swartz MN. Pathologic properties of invading microorganismns. In: Sodeman WA Jr, Sodeman WA, editors. Pathologic physiology: mechanisms of disease. Philadelphia: Saunders, 1974:457-72.*
- c. **Personal communications and unpublished data:** they may be put within parentheses, at the appropriate location in the text. If used, the author(s) must obtain written and signed permission for their use from the individual being quoted. This signed permission must accompany the manuscript when it is submitted to the Editor.
- d. Published abstracts can be used as numbered references; however, reference to the

original published article is preferred.

5. **Illustrations.** Please number and cite each figure in the text in consecutive order by Arabic numerals, and supply a brief legend for each one. Illustrations should be high resolution files sent either in TIF or JPG or EPS format.
6. **Tables.** Please number and cite each table in the text in consecutive order by roman numerals and supply a brief title for each one. Place any eventual explanation matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table.
7. **Abbreviations and units.** Only standard abbreviations are to be used, please consult the "Council of Biology Editors Style Manual" or the "AMA's Manual of Style". Abbreviations in titles are not acceptable. They should be also avoided, if possible, in the abstract. In the text the full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. For quantitative data, the International System of Units (SI) should be used, except for blood pressure, which should be expressed in mmHg.
8. **Galley proofs.** Authors can only point out minimal missed corrections on evident alterations of the submitted manuscript. Galley proofs must be returned to the publisher in 15 days: after that date the Editor will be allowed to print the article.

## Guidelines for articles

The article is written in BOOK ANTIQUA font

The font size is 10 pt

a) **Text organization** has to be divided into these subsequent sections:

1. **Introduction**
2. **Materials and methods**
3. **Results**
4. **Discussion**

- Additional subdivision is not allowed. Line-spacing must not be inserted where there aren't titles and paragraph mark.

- It is necessary a coherent use of bold and *italic* font-style and inverted commas: avoid to combine these elements together and never underline portion of text.

- It is requested congruence in bibliographic quotes.

- Articles must be delivered to Partner-Graf corrected and without typographical error. Articles should also include bilingual abstract (English/Italian) and 10 keywords.

b) **Figure - Tables - Formulas**

- Photograph, sketch, graph and draws must be enumerated as part of the same sequence.

- The figures protected by proprietary rights can be published only if delivered combined with the authorization of the entitled person. It is allowed to publish figures without proprietary rights.

- Authors must communicate every figure that needs authorization. We will not accept an article with suspended permissions. For every figure remember always to quote the source.

- FIGURES and TABLES must be enumerated in two different sequences starting from Fig. 1 and Tab. 1.
- Every figure will be reproduced in the same quality and resolution of the original one.
- Every figure must be delivered also separately in the original format (.TIF o .JPG a 300 dpi, .EPS, .XLS ...).
- Word and Excel formulas, graphs and tables must be delivered in the editable format and not as images.

**c) Files delivery**

- The article must be sent in Microsoft Word format, with images, symbols and special character attached.
- Images must be delivered in JPG format (q v paragraph b).
- We recommend to deliver also the PDF format of the Word file or as an alternative a printed paper. This is really important when the article contains graphs, schemes, mathematical expressions and special characters.
- Every fonts different from the standard ones have to be notified and delivered.

**Each of these files must be added to a compressed .rar or .zip archive and sent through the <http://www.italianjog.com/submitArticle> file uploader.**