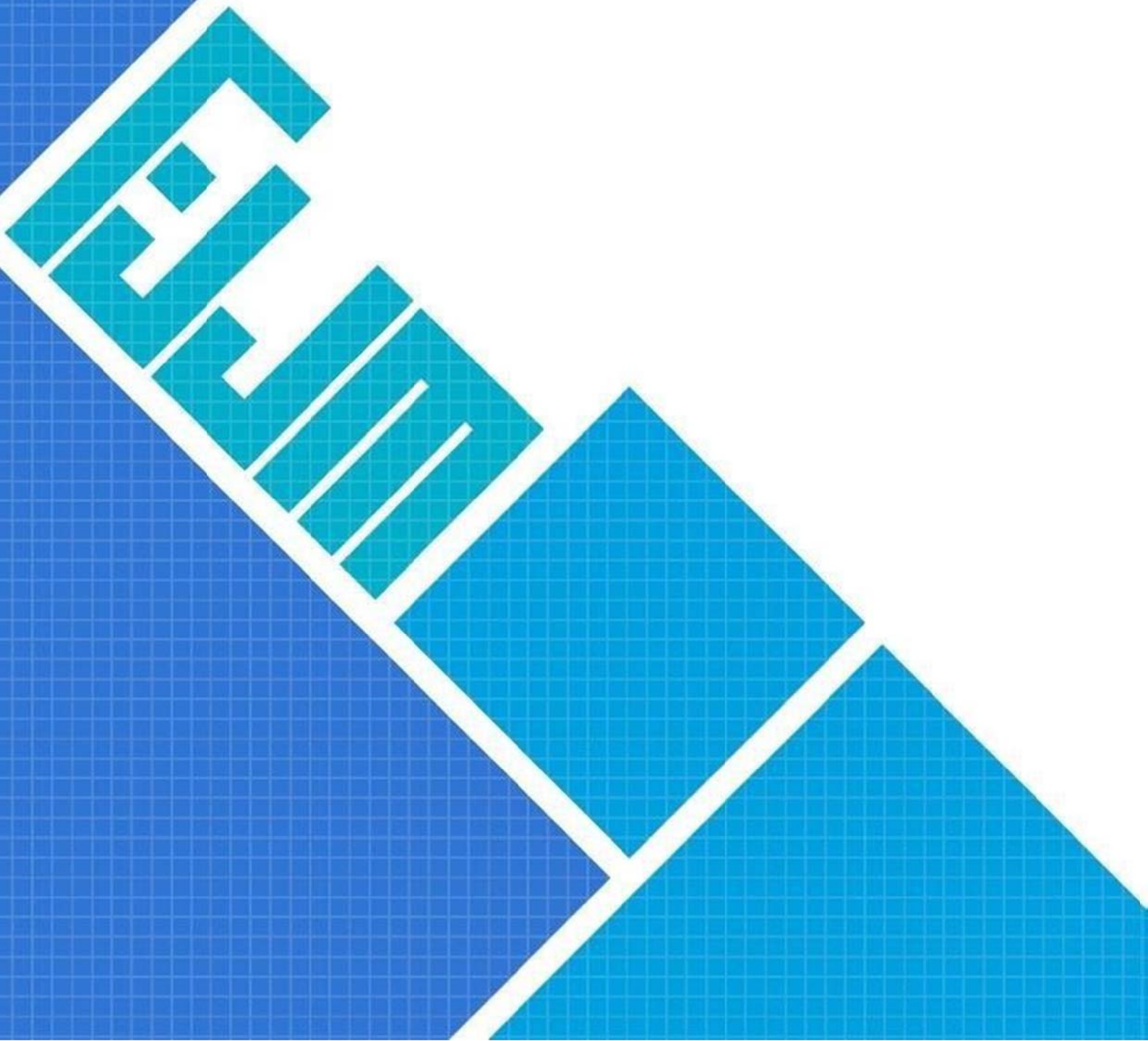


Fu-Jen Journal of Medicine

Instructions for Authors

Update in Dec. 2016





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Policies

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Journal Information

The Fu-Jen Journal of Medicine (FJJM) is a peer-reviewed journal which aims to disseminate research knowledge of staffs in the College of Medicine, Fu Jen Catholic University. The journal publishes original investigations across a wide range of medical disciplines including original research articles in basic and clinical sciences, case reports, brief reports, review articles, and letter to the editor.

FJJM is now issued by the Center of Medical Education in the College of Medicine, Fu Jen Catholic University. To promote journal quality, the manuscript submitted to FJJM after August first 2015 has to be prepared in English to meet the international standards, and Chinese abstract is suggested except for foreign authors.

Articles will be published free of charge, and the accepted manuscript can be download free of charge.

Publication Ethics

Authorship

The Editors of FJJM expect each author to have 1) made an important contribution to the conception and design, acquisition of data, or analysis and interpretation of data in the study; 2) critically drafted or revised the manuscript for intellectual content; and 3) approved the final version of the submitted manuscript. Only those who meet all three criteria should be included as authors. Those who do not meet all three criteria should not be included as authors. The Editors also expect each author to 1) take responsibility for at least one component of the work; 2) have access to the raw data and figure files for his/her component of the work; 3) be able to identify who is responsible for each other component; and 4) be confident in their co-authors' ability and integrity. One author, usually the corresponding author, must be thoroughly familiar with the original data for the entire study and be responsible for the integrity of the entire work. If the paper, or part of the paper, is found to be faulty or fraudulent, all co-authors may share in correspondence responsibilities.

The Authorship and Transfer of Copyright Form should be signed by each author. The revision process will be delayed if The Editors do not receive this form at the time of submission. An author's name can be removed only at his/her request, but all coauthors must sign a Change of Authorship Form for any change in authorship (additions, removals, or change of order) that will be made.

Author Conflict of Interest

All funding sources supporting the work and all institutional or corporate affiliations must be disclosed in the manuscript. Authors of research articles are required to disclose to the Editors of FJJM any potential conflict of interest, financial or otherwise, at the time of submission.

Editor and Reviewer Conflict of Interest

Editors and Reviewers should avoid making decisions on papers for which they may have a potential conflict of interest, financial or otherwise. Reviewers who are collaborating with the author, or who are working on very similar research, should recuse themselves from reviewing a paper for which they have a conflict. An Editor-in-Chief should ask other Editors, or an Associate Editor, to make a decision on a paper for which he or she has a conflict. When an Editor-in-Chief submits a paper to FJJM, the paper is automatically assigned to a Guest Editor or an Associate Editor, who will handle all aspects of the peer review of the paper.

Duplicate Publication, Plagiarism, Falsification

FJJM only accepts papers that are original work, no part of which has been published elsewhere except in the form of brief abstracts in any language. When submitting a paper, the corresponding author should include copies of related manuscripts submitted or in press elsewhere along with a cover letter. Taking material from another's work and submitting it as one's own is considered plagiarism. Taking material (including tables, figures and data, or extended text passages) from the authors' own prior publications is considered duplicate publication or self-plagiarism and is not permitted. Fabricating a report of research or suppressing or altering data to agree with one's conclusions is considered fraud; this includes altering figures in such a way as to obscure, move, remove, or introduce information or features.

Ethical Procedure

FJJM Reviewers have a responsibility to report suspected duplicate publication, fraud, plagiarism, or concerns about animal or human experimentation to the editors. A Reviewer may recognize and report that he/she is refereeing, or has recently refereed, a similar or identical paper for another journal by the same author(s). Readers may report that they have observed the same article elsewhere, or authors may report that they have seen their own published work being plagiarized. In all cases, we diligently address ethical concerns by following an issue-specific standard practice as summarized below.

The first action of the journal Editor is to supply copies of 1) the relevant material and



2) a draft letter to the corresponding author asking for an explanation in a nonjudgmental manner. The Editor-in-Chief must approve any such correspondence before it is sent to the author. If the author's explanation is unacceptable, and if it seems that serious unethical conduct has taken place, the matter is referred to the Editor-in-Chief. After deliberation, the Editor-in-Chief will decide whether the case is sufficiently serious to warrant a ban on future submissions to and on serving as a reviewer for FJJM and/or whether the offending author's institution should be informed. The decision has to be approved by the Editor-in-Chief of the FJJM Council, and the author has the right to appeal a sanction, with the opportunity to present his/her position, to the Editor-in-Chief and the full FJJM Council.

If the infraction is less severe, the Editor, upon the advice of the Editor-in-Chief, sends the author a letter of reprimand and reminds the author of FJJM publication policies; if the manuscript has been published, the Editor may require the author to publish an apology in the journal to correct the record. If, through the author's actions, FJJM has violated the copyright of another journal, the Editor-in-Chief writes a letter of apology to the other journal.

In serious cases of fraud that result in retraction of the article, a retraction notice will be published in the journal and will be linked to the article in the online version. The online version will also be marked "retracted" with the retraction date.

institutional animal care and use committee (IACUC) or equivalent must be included in the Methods section of the paper. The description of animal procedures in the manuscript should be sufficient to permit readers to evaluate the quality of the data presented and to replicate the experiments, if needed. Studies involving surgeries or other painful procedures must include an explanation of steps taken to mitigate pain and distress, including the types and dosage of anesthetics and post-operative analgesics that were used. Curarizing agents are not anesthetics; if these were used, evidence must be provided that anesthesia of suitable grade and duration was employed. Authors must review guidelines provided by the Institute for Laboratory Animal Research (National Academy of Sciences), entitled *Guidance for the Description of Animal Research in Scientific Publications*, and those of the National Centre for the Replacement, Refinement and Reduction of Animals in Research, entitled *Animals in Research: In Vivo Experiments*, for additional guidance to determine what items are relevant to their study.

Editors/Associate Editors reserve the right to judge the appropriateness of the use of animals and humans in experiments submitted for publication and will refuse papers in which evidence of the adherence to these principles is not apparent.

Bioethics

Research Involving Animals and Human

Beings The research described in papers submitted to FJJM that involves the use of human beings, including healthy volunteers, should be conducted according to high standards of safety and ethics. We expect that all studies adhere to the requirements of the U.S. Federal Policy for the Protection of Human Subjects (45 C.F.R., Part 46) and support the general ethical principles of the Declaration of Helsinki. In particular, protocols involving human subject studies must be reviewed and

approved by a research ethics committee (IRB) prior to starting the study, and participants must provide written informed consent. These two statements must be affirmed in the Materials and Methods section of the manuscript. The approval number of the IRB document must be reported in the Materials and Methods section of the manuscript. The approval number of IRB document must be reported in the Materials and Methods section of the manuscript.

Research involving animals must adhere to the guiding principles for the care and use of vertebrate animals in research and training, and a statement of protocol approval from an

Author Resources

Manuscript Formatting Requirements

File Formats for Submission and Publication
Style

Types of Articles

Original Research Articles
Case Reports
Brief Reports
Review Articles
Letters to the editor

Manuscript Composition

Title Page
Abstract
Main
Text References
Legends Tables

Authorship and Transfer of Copyright Form

Checklist for Submission

Submitting a Revised Manuscript

Article Withdrawal

Manuscript Formatting Requirements

File formats for submission and publication

Manuscript submissions should contain all required elements, such as the abstract, all main text, figures, figure legends, tables, and table legends, and any proposed supplemental material in a single file.

FJJM will only accept manuscripts that are typewritten, double-spaced, and printed on a single side of A4 paper with margins of at least 2.5 cm. Pages should be numbered consecutively beginning with the title page. Finally, the manuscript should be submitted by electronic mail (fjjm@mail.fju.edu.tw) in Microsoft Word format (.doc or .docx).

Style

All text should conform to standard American English style and usage. Please provide the receipt for seeking the aid of a professional English language editorial service during the review process. Be sure that the language in your manuscript is original, without inclusion of any previously published textual passages (including those from the authors' own prior publications).

Types of Articles

Original research articles (up to 4000 words not including tables, and figures)

These papers are designed to test certain research hypotheses, or to systematically carry out empirical observations in a clinical setting. Articles should begin with an introduction (background and reason for undertaking the work), followed by Materials and Methods, Results, and Discussion. Papers on methodology are not required to adhere to this structure.

Case Reports (up to 1500 words)

Case reports should have no more than five authors. The abstract should be no longer than 200 words and should include statements of the problem, clinical manifestations, methods of treatment and outcome. The Methods and Results sections should be replaced by the Case Report(s) section. This section should include statements of the problem, patient history, diagnosis, treatment, results and any other information pertinent to the case(s). All other sections should follow the format for original research articles. The number of references should not exceed 25.

Brief Reports (up to 1500 words)

This category is for small but interesting findings, or for imaginative hypotheses with strong plausibility. Papers dealing with issues under debate or introducing certain vital clinical skills are also included in this category.

Review articles (up to 5000 words)

These summaries should be written for a general medical audience. Topics belonging to this category include state-of-art medical knowledge and in-depth discussions on vital research questions.

Letters to the Editor (up to 600 words)

We invite succinct responses to published papers, as well as research letters with original data.

Types of Articles	Abstract Word Limit	Maximum Number of Keywords	Text Word Limit	Maximum Number of References
Original Research Articles	250	6	4000	50
Case Reports	150	6	1500	25
Brief Reports	250	6	1500	50
Review Articles	250	6	5000	50
Letters to the Editor	250	6	600	50



Manuscript Composition

Manuscripts must be written in English. The entire text should be double-spaced, including references. Submitting an incomplete manuscript or a manuscript that does not adhere to the word limits will cause a delay in review. Manuscripts must include the following sections in the order listed:

1. Title Page (including title, running title, author names and affiliations, and name of the corresponding author with complete contact information)
2. Abstract (including keywords)
3. Main Text (including Introduction, Materials and Methods, Results, Discussion, Conclusion, and Acknowledgements)
4. References
5. Legends
6. Tables

Title page

All submissions must contain a title page regardless of article length (including, but not limited to, brief items such as editorials). The title page must contain the full title of the article; author(s) name(s); all departments and institutions in which the work was conducted; a running title of less than 40 characters; and the corresponding author's name, e-mail, and physical address for correspondence. Only one author may be designated as the corresponding author.

The acknowledgements section is where you may wish to thank people indirectly involved with the research (e.g., technical assistance; gifts of samples, reagents, or cell lines; loans of equipment or laboratory space; comments or suggestions during the creation of the manuscript). However, it is important that anyone listed here know in advance of your acknowledgement of their contribution, as documented during the submission process. Grants supporting this study also can be included in this section.

Do not include dedications (e.g., to persons living or deceased). Dedications of articles are not permitted.

Examples:

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¹School of Medicine, College of Medicine, Fu Jen Catholic University, New Taipei City, Taiwan

²Department of Otolaryngology, Fu Jen Catholic University Hospital, New Taipei City, Taiwan

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School of Medicine, College of Medicine, Fu Jen Catholic University, 510 Zhongzheng Road, Xinzhuang Dist., New Taipei City, Taiwan

Tel & Fax: +886-2-29051234

Email: fjjm@mail.fju.edu.tw

Abstract

Articles must employ a structured abstract of 250 words or less and up to 6 key words, with the following headings:

1. Background and purpose: Two or three sentences that describe a simple statement of the objectives, with no discursive material.
2. Methods: State the methods used to answer the study question. Include information on the study design, setting, subjects, interventions, outcome measures, and analyses, as appropriate.
3. Results: Give the central findings of your study, along with data and statistical details such as P values and confidence intervals, where appropriate. Be sure that information in the abstract matches that in the main article.
4. Conclusion: State the meaning of your findings, being careful to address the study question directly and to confine your conclusions to aspects covered in the abstract. Give equal emphasis to positive and negative findings.

Abstracts for Case Reports, Brief Reports, and Review Articles are unstructured, but should include information on the background and purpose of the report, methods, results (or case report), and conclusion. Unstructured abstracts should be limited to 150 words..

Main Text

The text includes the following sections: Introduction, Materials and Methods, Results, Discussion, and Conclusion. Subheadings in long papers are acceptable if needed for clarification and ease of reading. The Introduction should address the subject of the paper. The Methods section should identify the population, patient samples or animal specimens used, explain the laboratory utilized or study methods followed and state the statistical procedures employed in the research. The Results should include pertinent findings and necessary tables and figures. The Discussion should contain the conclusions based on the findings, a review of the relevant literature, a discussion of the application of the conclusions and implications for future research or medical applications. Following the Discussion, the Acknowledgments may be given.

Those acknowledged should not include secretarial, clerical or technical staff whose participation was limited to the performance of their normal duties.



References

References should be indicated by numbers in consecutive order and in parentheses as they appear in the text and placed after punctuation. References should include the authors, title, journal name, year, volume number and inclusive page numbers. All references with more than three authors should list only three authors followed by the notation "et al." References to books should include authors, chapter title, names of editors, book title, city of publication, publisher, year of publication and inclusive page numbers. Volume and edition numbers should be included when appropriate. References in the text should be placed where relevant, be in consecutive Arabic numbers and set off in square brackets. In general, the number of references should not exceed 50. Verify references, including journal abbreviations, using MEDLINE. Examples of journal article and references are shown below.

Example: It has been reported that the inhibitory effects of opioids on neurons in the central nervous system are associated with GABAergic system [1-3].

1. Feely J, Wilkinson GR, Wood AJJ. Reduction of liver blood flow and propranolol metabolism by cimetidine. *New Engl J Med* 1981; 304: 691-696.
2. Kaplan NM. Coronary heart disease risk factors and anti-hypertensive drug selection. *J Cardiovasc Pharmacol* 1982; 4 (Supple 2): 186-365.
3. Tada A, Hisada K, Suzuki T, et al. Volume measurement of intracranial hematoma by computed tomography. *Neurol Surg (Tokyo)* 1981; 9: 251-256. (In Japanese with English abstract).

Book chapter:

1. Greenland S. Applications of stratified analysis methods. In: Rothman KJ, Greenland S, eds. *Modern Epidemiology*. 2nd ed. Philadelphia: Lippincott Williams & Wilkins; 1998: 288-300.

Entire book:

1. Greenland S. Applications of stratified analysis methods. In: Rothman KJ, Greenland S, eds. *Modern Epidemiology*. 2nd ed. Philadelphia: Lippincott Williams & Wilkins; 1998: 288-300.

Entire book

1. MacMahon B, Pugh TF. *Epidemiology: Principles and Methods*. Boston: Little Brown and Co.; 1970. Unpublished material, personal communications and unpublished papers, including papers submitted but not accepted yet, should be cited in the text, in parentheses. Include the name of the source or authors, date, and type of communication.

For example:

1. AK Smith. How to establish a mice model for acute lung injury with mechanical stress? Written communication, 2003.
2. SB Jones. Renal nerves functioning as a renoprotectant. Unpublished data, 2003.

Legends

A legend must be included in the manuscript document after the reference list. Legends should include sufficient detail to be intelligible without reference to the text. Legends must define all symbols and include essential information. Rather than stating, "See text," legends should be more specific; for example, "See Results."

A legend is supplied for each illustration. Figures, models, and multimedia files should be numbered independently. The text of the article should refer to figures as "Figure 1," "Figure 2," etc., and multimedia files as "Movie 1," "Movie 2," etc.

These text citations of Figures, etc., must be in numerical order, in part to facilitate the placement of illustrations in their proper positions on the printed page.

Figure Format

Figures should be the smallest size that will convey essential scientific information and needs further confirmation. Figures must be supplied at a minimum of 300 dpi.

Tables

All tables must be numbered in consecutive order and contain a title. Each table should be in double-spaced format. Do not use color or shading, bold or italic fonts, or lines to highlight information. Indentation of text and occasionally additional space between lines is preferred. Submitted tables should adhere to the following guidelines:

Tables must not duplicate material in text or figures.

1. Tables must not duplicate material in text or figures.
2. Tables should be numbered consecutively with Arabic numerals and prepared with the size of the journal page in mind: 3.5 in. wide, single column, or 7 in. wide, double column.
3. Each table should have a brief title; explanatory notes should be in the legend, not in the title.
4. Nonsignificant decimal places in tabular data should be omitted.
5. Short or abbreviated column headers should be used and explained if necessary in the legend.
6. Statistical measures of variations such as SD or SE must be identified. (Example: "Values are means \pm SE.")
7. Table footnotes should be listed in the order of their appearance and identified by standard symbols: *, †, ‡, § for four or fewer; for five or more, consecutive superscripted lowercase letters should be used (e.g., a, b, c, etc.).



Authorship and Transfer of Copyright Form

Authorship and Transfer of Copyright Form must be sent with your submitting manuscript. Please download the forms at link: <https://goo.gl/fAfJiO>

Authorship and Transfer of Copyright Form

We, the undersigned, certify that we take responsibility for the conduct of this study and for the analysis and interpretation of the data. We wrote this manuscript and are responsible for the decisions about it. We have seen and approved the final manuscript. Neither the article nor any essential part of it, including tables and figures, will be published or submitted elsewhere before appearing in the *Journal*. We also certify that we have no commercial associations. The authors' affiliated institutions have approved the protocol for any investigation involving humans or animals and that all experimentation was conducted in conformity with ethical and humane principals of research.

In consideration of the publication of the work by the College of Medicine, Fu Jen Catholic University, the authors hereby transfer, assign, and otherwise convey all copyright ownership worldwide, in all languages, and in all forms of media now or hereafter known, including electronic media such as CD-ROM, Internet, and Intranet, to College of Medicine, Fu Jen Catholic University. If College of Medicine, Fu Jen Catholic University should decide for any reason not to publish an author's submission to the work, College of Medicine, Fu Jen Catholic University shall give prompt notice of its decision to the corresponding author, this agreement shall terminate, and neither the author nor College of Medicine, Fu Jen Catholic University shall be under any further liability or obligation. The authors grant College of Medicine, Fu Jen Catholic University the rights to use their names and research data and materials (including professional affiliation) in the work.

Manuscript Title:

(All authors must sign this form in English)

***Printed Name must type in English with Chinese name if possible

Printed Name	Printed Name (Chinese)	Signature	Email Address	Date
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*(Correspondence Author)

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Checklist for Submissions

- 1. Cover letter
- 2. Title Page (title, running title, author names and affiliation, corresponding author with complete contact information)
- 3. Abstract (background and purpose, methods, results, conclusion, keywords)
- 4. Main Text (Introduction, Materials and Methods, Results, Discussion, Acknowledgements)
- 5. References (accuracy, style, and numbering. Note that all references with more than three authors should list only three authors followed by the notation "et al." The total number of references should not exceed 50)
- 6. Legends (numbered, with figure legends on a separate page)
- 7. Tables
- 8. Signed authorship and transfer of copyright form
- 9. Send an email with declarations to fjjm@mail.fju.edu.tw.



Submitting a Revised Manuscript

You must submit a revision within 21 days. If you need more time to prepare your revision, please email fjim@mail.fju.edu.tw.

If you are submitting a revised manuscript, include the following items with your revision:

1. Response to reviewers: Address the specific points made by each reviewer. Include your responses to all of the reviewers' and editors' comments and list the changes you have made to the manuscript. Upload this as a "Response to Reviewers" file.
2. Revised manuscript (marked-up copy): Include a marked-up copy of your manuscript file showing the changes you have made since the original submission. The best way to show these changes is the "Track Changes" option in Microsoft Word. Upload this as a "Revised Article with Changes Highlighted" file.
3. Revised manuscript (clean copy): Upload a clean copy of your revised manuscript that does not show your changes. Upload this as your "Manuscript" file.

Notice:

1. Your manuscript will not be accepted after 3 times of revision.
2. If you take longer than 21 days to revise your manuscript and fail to provide any reason for doing so, we will return your manuscript.



Article Withdrawal

Withdrawing manuscripts wastes the valuable resources and tremendous amount of effort utilized in processing manuscripts by the editors, reviewers, and the editorial staff. FJJM adheres to the highest standards of ethics and integrity in academic publishing. We expect that the authors will also show highest level of integrity in their work and adhere to high ethical standards.

If the author wants to withdraw a manuscript, the author needs to submit a completed "Article Change Form," signed by all authors of the manuscript that states the reasons for the withdrawal of the manuscript.

Download Article Change Form at link: <https://goo.gl/DbNnCY>

Manuscript withdrawal will be permitted after submission only for the most compelling and unavoidable reasons. To discourage unwarranted withdrawal of manuscripts, FJJM reserves the right not to consider further submission from the same author or author group.

The manuscript will not be withdrawn from processing until a completed signed form is received by the editorial office. Authors must not assume that their manuscript has been withdrawn until they have received appropriate notification to this effect from the editorial office.

If, at any stage of the process, authors do not reply to communication from the editorial office, FJJM reserves all rights to disclose the conduct of the authors and content of the manuscript without further approval from the authors. FJJM cannot be held responsible for the consequences arising from any such disclosure.

Article Withdrawal Form			
Manuscript Title			

Reasons for withdrawal			

(All authors must sign this form in English)			
Printed Name	Signature	Email Address	Date
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*(Correspondence Author)			
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Review

Editorial and Peer Review Process



Editorial and Peer Review Process

