

GUIDE FOR AUTHORS

Journal scope and general principles

Italian Journal of Gynæcology & Obstetrics is a three-monthly peer-reviewed publication. As official Journal of the “Società Italiana di Ginecologia” (SIGO), it collects reviews, original works and case reports in the gynaecological and obstetrics field, in particular on anatomy, histology, physiology, microbiology, genetics, virology and pathologies, clinical records, clinical research, evaluation of surgical, medical and surgical techniques treatments, editorials, reviews, letters to the editor and congressional acts.

Italian Journal of Gynæcology & Obstetrics has an online clinical in-depth study and research dedicated to the specialist. It is the ideal headboard for the company to communicate, establish and maintain continuous contact with the target, thanks to the cost/contract convenience, high quality efficiency interaction and wide-ranging dissemination.

Manuscripts are considered for publication with the understanding that they do not contain previously published material, have not been published previously and are not currently under review at another journal. All manuscripts must also be accompanied by an adequately compiled and signed **Journal Publishing Agreement**.

If the manuscript is accepted for publication in *Italian Journal of Gynæcology & Obstetrics*, the authors guarantee that it will not be published elsewhere in any other language without permission from the copyright holder.

The authors of manuscripts that include illustrations, tables and/or sections of text that have been published previously elsewhere must request permission to reproduce the material from the copyright holder. This permission must be presented in written form during submission of the manuscript. In the absence of such permission, all material received will be regarded as the authors' own work.

Manuscripts that report the results of research conducted on human subjects must include a declaration in the Materials and Methods section that the study protocol was approved by the competent Ethics Committee, that the study was conducted in accordance with the

ethical standards established in the Declaration of Helsinki of 1946, and that informed consent was obtained from all participants before enrolment in the study. All details that could reveal the identity of a patient (including initials of the patient name and unnecessary reference to personal data such as occupation and residence) must be omitted from the text and illustrative materials. The patients must provide written informed consent to the publication (**consent form**).

If experiments have been conducted on animals, the study must have been conducted in accordance with the International Guiding Principles for Biomedical Research Involving Animals guidelines recommended by the World Health Organization (WHO) for the use of laboratory animals, and such adherence must be explicitly stated in the manuscript.

The decision to publish a manuscript is based on a peer-review process, and acceptance of an article will be based on criteria of originality, relevance, and scientific content of the contribution. The authors may be requested to modify the text based on the comments of reviewers. Statements made in the manuscripts are the responsibility of the author and not of the editor. The opinions expressed in the articles are those of the authors and may not reflect the position of the editors.

Each author must complete and sign a **Conflicts of interest disclosure form**, which specifies all economic, personal and professional relationships that could become a conflict of interests, that could be perceived as a possible conflict of interests, or that could influence the work of the author described in the manuscript. The form must be sent with the manuscript and, if the article is accepted for publication, all of the declarations will appear after the Acknowledgements section of the article. The editorial office reserves the right to reject any manuscript that does not conform to the above- described instructions. The authors will be held responsible for any false declarations or noncompliance with the instructions specified above.

SUBMISSION PROCEDURE

We request that all manuscripts should be submitted online at: <http://goij.edmgr.com>

Authors are also requested to return both completed and signed Journal Publishing Agreement and Conflict of interest disclosure forms by e-mail to Journal Publishing Editor e.grignani@lswr.it or by fax at +390288184.101.

Cover letter

For the purpose of publication, the Authors must sign a cover letter in which the following information is reported in a declaration signed by the corresponding Author:

- the manuscript has neither been previously published, nor under consideration for publication elsewhere; the Authors have obtained written permission for the reproduction of images, figures or algorithms protected by copyright; if the article is published, the Author's rights concerning the article itself will be transferred to the Editor;
- existence or not of economic or other types of **conflicts of interest** regarding the article presented (attach also the completed and signed Conflicts of interest disclosure form mentioned above);
- the manuscript was read and approved by all Authors;
- for original articles, formal approval by the local Ethics Committee of the research proposed for publication is available.

Title page preparation

Title page must contain in order:

- manuscript title and short title;
- names of the Authors: full names and surnames of each Author; each Author's affiliation IN ENGLISH;
- name and address of the Institution where the work was carried out;
- address of the corresponding Author for proofreading, completed with e-mail address to which the PDF of the drafts will be sent, and postal address;

Manuscript preparation

The first page of the manuscript must contain:

- **abstract** both in Italian and English (about 850 characters, spaces included);
- **key words**: indicate at least 5 key words.

The style of writing should conform to English usage and syntax. Authors whose mother tongue is not English are urged to have their manuscripts checked for linguistic

correctness before submission. Slang, technical jargon, obscure abbreviations and abbreviated phrasing should be avoided;

On the pages that follow, develop the manuscript as follows:

- **introduction:** give a brief description of the scope and objectives of the proposed research;
- **materials and methods** provide a detailed description of the materials and methodologies used, clarify all ethical aspects (see the General Principles and Ethical Aspects section);
- **results:** present the results of the research clearly and exhaustively;
- **discussion:** analyze the results obtained and their clinical implications;
- **conclusions:** present the significance of the results and the final observations of the Authors.
- **references;**
- **conflict of interest:** in this section indicate the existence or absence of economic or other types of conflicts of interest regarding the article presented.

References should be in the order:

- the order number corresponding with that of appearance in the text;
- the author's surname(s), followed by initial or first name;
- the title of the work, in the original language;
- for journals: usual title abbreviations according to international nomenclature and in the order: year, volume number, issue number (in parenthesis), first and last page numbers of the work.

For example:

Atrash HK, Friede A, Hogue CJ. Abdominal pregnancy in the United States. Frequency and maternal mortality. *Obstet Gynaecol* 1987;69:333-37.

- For books: name of the author/editor, title, publisher/institution, town where published, first and last page number of the work.

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Talbot K, Simpson R, Price N, Jackson SR. Heterotopic pregnancy. *J Obstet Gynaecol* 2011; 31:7-12.

When cited in the text, references should be written as follows: (1, 2) not superscript.

NOTE: *Do not write the references using uppercase, small caps or italics. For abbreviation of titles, use the international standards from Index Medicus.*

Tables

All tables must be submitted separately from the manuscript file in Word format. Tables must be identified and referred in the manuscript with roman numerals and accompanied by a brief caption (table IV).

Tables will not be accepted in PowerPoint, PDF or JPG formats, which require retyping of the text for uniformity of style with journal graphics.

Figures

The figures (i.e., photographs, graphs, and diagrams, including flow charts) themselves should be submitted separately from the manuscript file (one file for each figure). Each figure should be numbered with an Arabic numeral (according to its citation in the text). For composite figures, each component should be labeled with lowercase letters (e.g., figure 1 a).

Photographs, graphs, diagrams, and flow charts must be supplied in one of the following formats: JPG (high resolution: min 300 dpi), TIFF (high resolution: min 400 dpi).

Use HELVETICA font for graphics' elements.

Scanned images must be acquired with high resolution and saved in a high-resolution format. Illustrative material included in the article should ideally be unprotected by copyright. For tables or figures that have already been published (by the authors or others), permission to reproduce must be obtained from the copyright holder (in generally, the journal in which the material was originally published) and attached to the submission. Failure to obtain this permission prior to submission can delay publication of an accepted manuscript.

Authors should make sure that photographs of patients contain no identifying features. The patient must be asked to provide written informed consent to the publication of the photograph.

In addition, the Publisher reserves the right to not publish images not conforming to these requirements, which could affect the graphical quality of the journal.

NOTE: *figures must be presented separately, not inserted in the manuscript text and must not contain trade names or bibliographic references.*

Legends: captions for figures are to be provided in the text file at the end of the manuscript. DO NOT incorporate captions to figures.

Acronyms, abbreviations, units of measurements

Italian Journal of Gynæcology & Obstetrics recognizes the adoption of the International Systems of Units (SI-Units). Acronyms, abbreviations, and units of measurements without a legend and/or incomprehensible are not permitted. When necessary, a list of abbreviations may be inserted after the abstract.

Acceptance of submissions

Submitted contributions are accepted for publication on the basis of scientific interest and relevance for Italian Journal of Gynæcology & Obstetrics, at the final discretion of the Editor in Chief, who will have blinded written evaluations from at least two anonymous reviewers.

Informed consent

In articles describing clinical cases or studies on people it must be made explicit in the manuscript that the study was carried out in accordance with the ethical standards established in the Declaration of Helsinki, and that informed consent was obtained from all participants before enrolment in the study (see also the related section under General Principles).

Conflict of interests

The Authors must declare the existence or absence of economic or other types of conflicts of interests after the “CONCLUSIONS” section of the manuscript.

Acknowledgements

“ACKNOWLEDGEMENTS” of Institutions or persons, if present, must be inserted after the “CONCLUSIONS” section.

Fundings

The Authors must indicate after the “CONCLUSIONS” or ACKNOWLEDGEMENTS” sections if the study received funding or did not receive funding.

Proofreading

Proofreading is the responsibility of the Authors regarding content and of the Editors regarding the technical part. The proofs for correction will be sent to the corresponding Author indicated in the manuscript. These must be corrected and returned to the editorial office by the date indicated in the accompanying letter and within 3 working days of their receipt.

After this deadline, ex officio correction and/or postponing of publication will occur, depending on the editorial priority of the Editor in Chief.

Responses received after the indicated date and requests for sending to another or more than one Author, different from the one indicated in the manuscript, will not be accepted.

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