

Journal of Lower Genital Tract Disease

INSTRUCTIONS FOR AUTHORS

JOURNAL MISSION. The *Journal of Lower Genital Tract Disease* is sponsored by the American Society for Colposcopy and Cervical Pathology, the society dedicated to the study of lower genital tract disease in women and men. The Journal is a peer-reviewed publication for the exchange of information among interested health care providers.

JOURNAL CONTENT. The *Journal of Lower Genital Tract Disease* will publish (1) original articles in basic science and clinical practice, (2) editorial comment, (3) invited and volunteer commentary, (4) review articles, (5) case reports, (6) correspondence, (7) book reviews, (8) instructional cases with photographs for the *Home Study Course*, (9) abstracts from relevant meetings, and (10) descriptions of technique/technology.

Manuscript Requirements. The requirements for manuscripts submitted to the Journal of Lower Genetic Tract Disease must conform to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," established by the International Committee of Medical Journal Editors (*JAMA* 1993;269:2282–6) [1].

Manuscript Submission. All manuscripts should be submitted to Dr. Thomas M. Julian, Dept. of Ob./Gyn., Univ. of Wisconsin, Clinical Science Ctr., H4/648, 600 Highland Ave., Madison, WI 53792, USA. When submitting manuscripts, authors may suggest the names of potential reviewers for consideration by the Executive Editor.

General Manuscript Format. All manuscripts must be submitted in English. Manuscripts must be typed single-sided, double-spaced, on 8-1/2 by 11 inch white, bond paper with 1-inch margins on the top, sides, and bottom. The right margin should not be justified.

Pages should be numbered consecutively in the upper right-hand corner beginning with the title page, followed in order by the précis, abstract, body of the text, acknowledgments, references, figures, legends, and tables. The first author's last name should appear in the upper right-hand corner of each page. Manuscripts should be approximately 1,000 to 4,000 words (about 4–16 pages of text), dependent upon the type of report.

The original manuscript and two high-quality photocopies, as well as three sets of black-and-white glossy prints of illustrations, figures, or photographs, are required at submission. Final, revised manuscripts should be submitted on a 3-1/2 inch floppy diskette, along with two hard copies. Manuscripts and attendant material will be returned only when accompanied by a stamped, self-addressed envelope.

Title page. The title page should include in order (1) the title; (2) the running title, a short version of the title (40 characters or less); (3) authors' names as they wish them to appear with the first name/initial, middle name/initial, and last name of each author, in that order, followed by each author's highest academic degree(s); (4) institutional affiliation, city, state, and country (when other than United States) in which the study was carried out; (5) source(s) of financial support; (6) disclaimers (when needed); (7) name, address, business and home telephone numbers, fax number, and e-mail address, when available, of the corresponding author; and (8) name and address of author to whom reprints should be sent (when different from corresponding author).

For manuscripts with two or more authors, each must have participated actively and sufficiently in the study design, performance, critical analysis, and reporting. The inclusion of an author should be based only on substantial contribution. Each author must have final approval of the submitted manuscript. Individuals contributing to the manuscript in lesser roles (including participants in collaborative trials) may be mentioned in an acknowledgment.

Précis. The précis appears on page 2 of the submitted manuscript and will appear with the title in the *Journal's* table of contents. It should be condensed into a single sentence, limited to 25 words or less, describing the major conclusion of the work.

Abstract Page with Key Words/Phrases. On page 3 of the manuscript, the title, author(s) names, and a structured abstract should appear. Beneath the abstract, 3 to 5 key words or short phrases should be listed for indexing purposes.

A structured abstract of 150 words or less should accompany full-length articles. The structured abstract should contain 4 paragraphs with the following headings: (1) **Objective**, stating the hypothesis of the study; (2) **Materials and Methods**, including the means for problem solving, the subjects (number and relevant characteristics), the intervention studied, and a brief statistical analysis; (3) **Results**, including the outcome of the study and statistical significance; and (4) **Conclusions**, stating the outcome importance. Abstracts are not necessary for editorials, commentaries, correspondence, home study courses, opinion pieces, book reviews, and abstracts from meetings.

Key Words. Key words should appear immediately beneath the abstract and consist of 3 to 5 words or terms used for indexing. It is recommended that the terms from the medical subject headings of *Index Medicus* [2] be used.

Text. Manuscripts should be written in the active voice. Ideas should be expressed briefly, clearly, and concisely. Take the time to condense your manuscript and express it confidently in simple, declarative sentences. Write simply and naturally, the way you speak. Do not make statements that are unsubstantiated by your report or references [3].

Use only standard abbreviations [4]. Spell out all abbreviations in full preceding their first usage in the text.

Reports claiming to be the "first of a kind" must be verified as such with the source(s) of the literature searched and the years included in the search. Direct quotation should be enclosed with quotation marks and attributed in full to the author and source, including the exact page numbers. Closely paraphrased material should be referenced within the text, so as to leave no doubt as to the source of the original information.

For drugs, devices, or patented procedures, the generic or common name should be stated, followed in parentheses by the trade name, city, and country of manufacture.

Randomized controlled trials should specifically state the method for randomization. When human and nonhuman investigation/experimentation has taken place, manuscripts must state that the appropriate institutional review body granted approval before the study was begun. Reports on nonhuman subjects must state that institutional approval of the project was obtained before the study began, and that institutional guidelines for the care of these subjects were followed. The type of nonhuman subjects must be stated in the title, abstract, key words, and Materials and Methods section of the report.

Statistical analyses should specify the tests used and to which portions of the data they were applied rather than simply list the tests. If a statistical computer program was used, the program should be identified.

References. References cited in the manuscript should be listed as a separate section immediately following the text. Authors must verify all references. Citation style should follow that of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" [1], and journal abbreviations should be those recognized by *Index Medicus* [2].

Number references sequentially in the order cited in the text. References cited only in a figure or table are numbered according to their first mention in the text. Do not use personal communications or materials

“submitted” or “in preparation” as references. Materials accepted for publication but not yet published may be cited followed by “(in press).”

References with 7 or more authors should list only the first 6, followed by “et al.” The following examples are given to demonstrate correct style:

Journal: Surname and initials of author(s), title of article, name of journal, year, volume number, first and last page.

Scholz H, Kurtz A. Endothelium derived relaxing factor is involved in the pressure control of reninsecretion from the kidneys. *J Clin Invest* 1993;91:1088–91.

Books: Surname and initials of author(s), title and subtitle, edition (other than first), city, publisher, year, volume (where applicable), first and last page.

Kurman RJ, Solomon D. *The Bethesda System for Reporting Cervical/Vaginal Cytologic Diagnoses*. New York: Springer-Verlag; 1994:18–29.

Chapter in Book: Surname and initials of author(s), title of article, chapter number (if present), title of book, editor, edition (other than first), city, publisher, year, volume (where applicable), first and last page.

Weidner N, Buckalew VM. Sick cell anemia, sickle cell trait, and polycythemic states. In: Tisher CC, Brenner BM, eds. *Renal Pathology* (vol. 2). Philadelphia: JB Lippincott Company; 1989:1417–46.

Abstract: Surname and initials of author(s), title of abstract, “abstract” in parentheses, name of journal, year volume number, page.

Flower RJ. The mediators of steroid action (abstract). *Nature* 1986;320:20.

Supplement: Surname and initials of author(s), title of article, name of journal, year, volume number, supplement number in parentheses, first and last page.

Kamm DE, Genin M. Diuretic-induced azotemia. *Kidney Int* 1983;24(supl 16):S58–S60.

Tables. Up to five tables will be printed without charge to the author(s). Tables should be labeled consecutively, using Arabic numerals, and follow the references. The table number should be followed by a title for the table. A table exceeding 1 page should be headed with the table number followed by “continued” in parentheses and the table heading. Tables containing special symbols or artwork should be submitted as camera-ready copy.

Illustrations. All illustrations should be numbered sequentially with Arabic numerals, in the order cited in text. A label should be affixed to the back of each illustration. It should indicate the top of the figure, figure number, and the name of the first author. On a separate page, legends should be labeled by figure number and briefly describe the illustration.

Color Illustrations. Color illustrations may be printed at the author’s expense.

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References

1. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *JAMA* 1993; 269:2282–6.
2. National Library of Medicine. List of journals indexed in *Index Medicus*. Washington, DC: US Government Printing Office (published annually).
3. Roman K, Raphaelson J. *Writing that Works*. 2nd ed. New York: Harper Collings Publishers; 1992.
4. Style Manual Committee, Council of Biology Editors. *Scientific style and format: the CBE manual for authors, editors, and publishers*. 6th ed. Cambridge: Cambridge University Press; 1994.