

Instructions to Authors

Journal Sections

- *Case reports*: the introduction to case reports should include a short description concerning the state of the art of the subject and the reason for the report; the presentation of the clinical picture should follow a logical thread allowing the reader to comprehend clinical developments which have led to the problem setting and decision definition; they should be closed by discussion and conclusions.
- *Editorials*: these are brief invited articles requested by the Editorial Board and commenting Journal articles on current perspectives published in *Annali Italiani di Medicina Interna*.
- *Letters to the Editors*: letters should not exceed 800 words, should not be signed by more than 3 authors and should not have more than 10 references. Preferably letters should be in reference to a Journal article published in *Annali Italiani di Medicina Interna* or to novel hypotheses so as to stimulate comments on issues of common interest. Replies will generally be solicited by the Editor.
- *Original articles*: these should report the objective (specify where the study has been carried out: i.e. hypertension ambulatory of a university clinic, a multicenter study group, etc.), the design, setting, patients, interventions, if any, methods, results (indicate specific data and their statistical significance), discussion and conclusions (highlight new and most important aspects).
- *Reviews*: these should report the purpose, data sources, study selection, data extraction, results and conclusions.

Guidelines are not published by the Journal.

General

- The original and four good-quality copies of the manuscript should be mailed to the Editor (CEPI Srl, Via Adelaide Ristori, 38 - 00197 Rome, Italy). A copy of the text on floppy disk should also be included.
- The following declaration, signed by all authors, should be enclosed with the manuscript: "We, the undersigned authors ..., should the paper entitled ... be published, transfer the copyright ownership of the manuscript to CEPI - Centro Editoriale Pubblicitario Italiano". No part of the published material may be reproduced elsewhere without written permission from the Publisher.
- The manuscript should be accompanied by a covering letter signed by all authors and addressed to the Editor. This must include: a) the indication of the Section where the paper should be published and whether the author(s) will be willing to meet the costs entailed for the reproduction of color illustrations, b) a declaration that the material in the manuscript has not been published and is not being considered for publication elsewhere, in any language, except as an abstract, c) a statement of financial or other relationships that might lead to a conflict of interest, d) a statement that the manuscript has been read and approved by all authors.
- The manuscript should also be accompanied by a copy of any permission given to reproduce published material, to

use illustrations or report sensitive personal information regarding identifiable persons, or to name persons for their contributions.

- The manuscript should be typed double-spaced on one side only, with 3 cm margins at the top, bottom and sides.
- The manuscript should be arranged as follows: (1) title page, (2) summary and key words either in English or in Italian, (3) body of text, (4) acknowledgments, (5) references, (6) tables, (7) figure legends, (8) one copy of each figure. Number pages consecutively, beginning with the title page 1.
- In order to maintain a uniformity of style, the Editorial Office reserves the right to make, when necessary, linguistic alterations to the manuscript; these will be sent to authors for approval on revision of proofs.
- Texts in English are submitted to a mother-tongue scientific translator for linguistic revision; the Journal reserves the right to reject the paper or require an Italian version.

Title page

Title page (first page) should contain in sequence:

- The title, either in Italian or in English, which should be concise but informative.
- First and last name of each author.
- Institutional affiliation, and first and last name of the Head of the authors' department/institution.
- Source(s) of support in the form of grants.
- The full name, postal address with zip code, telephone, fax number and e-mail (if available) of the author to whom communications, proofs, and request for reprints should be sent.

Abstract

- The abstract, consisting of no more than 250 words, must be written both in Italian and in English.
- A list of 3 to 6 key words for indexing purposes should be included at the end of the abstract.
- A condensed English abstract consisting of about 50 words, to be used for the Contents section and emphasizing the essential point(s) made in the manuscript should be included.
- Abbreviations other than standard units of measurement and chemical symbols cannot be used.

Text

- The text should be divided into paragraphs (see Journal Section) with proper subheadings. The text of original articles should be divided into the following sections: Introduction, Methods, Results and Discussion. The text of case reports should be divided into: Introduction, Case report and Discussion.
- Measurements (mm, kcal and the like) and chemical symbols should be abbreviated and they follow the form recommended in Uniform Requirements for Manuscripts Submitted to Biomedical Journals, prepared by the International Committee of Medical Journal Editors and published in *Ann Intern Med* 1982; 96: 766-71 and *BMJ* 1982; 284: 1766-70.

- Every reference, figure and table should be cited in the text in numerical order (Arabic numerals for figures and Roman numerals for tables).
- Drugs should be identified by their generic names: brand names should not be used.
- Acknowledgments (if any) should be typed at the end of the text, before references.

References

- Identify references in the text by Arabic numerals in parentheses on the line. The reference list should be typed double-spaced on pages separate from the text and numbered consecutively in the order in which they are mentioned in the text.
- List all authors if 6 or fewer; otherwise list the first 3 and add et al.
- Personal communications, unpublished observations, web sites, and submitted manuscripts cannot be included. They should be cited in the text only.
- Journal titles should conform to the abbreviations used in Index Medicus, National Library of Medicine.
- The style and punctuation of the references should follow the examples here below:

- Articles in Journals

- 1) standard Journal articles
Iqbal M, Goenka P, Young MF, et al. Ticlopidine-induced cholestatic hepatitis: report of three cases and review of the literature. *Dig Dis Sci* 1998; 43: 2223-6.
- 2) no author given
Report of an International Consensus Meeting. Criteria of drug-induced liver disorders. *J Hepatol* 1990; 11: 272-6.

- Books and other monographs

- 3) personal author(s)
Rich RR, Fleisher TA, Shearer WT, Shroeder HW, Kotzin B. *Clinical immunology*. 2nd ed. London: Harcourt International, 2001.
- 4) chapters in a book
Furness JB, Bornstein JC. The enteric nervous system and its intrinsic connection. In: Yamada T, ed. *Textbook of gastroenterology*. 2nd ed. Philadelphia, PA: JB Lippincott Co, 1995: 2-24.
- 5) conference proceedings
Vivian CL, ed. Child abuse and neglect: a medical community response. In: *Proceedings of the First AMA National Conference on Child Abuse and Neglect*. Chicago, IL: American Medical Association, 1985.

- Abstract

- 6) Alexander JH, Newby LK, Moliterno DJ, et al. PARAGON study, one year follow-up [abstract]. *J Am Coll Cardiol* 1998; 29 (Suppl): 409A.

- In press

- 7) Lillywhite HB, Donald JA. Pulmonary blood flow regulation in an aquatic snake. *Science*, in press.

Tables

- Type each table double-spaced on a separate sheet; number tables consecutively in Roman numerals according to the order of their first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading.
- Place explanatory matter in footnotes, not in the heading. Explain all non standard abbreviations that are used in each table in the footnotes. For footnotes use the following symbols in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡, etc.
- The use of tables in excess proportion to the amount of text is discouraged. The Editorial Office reserves the right to reduce the number of tables printed.
- Written and signed permission from the Publisher and author being quoted to reproduce any previously published tables is required.

Figures

- Submit four sets of glossy prints for all half-tone and color illustrations in four separate envelopes. In case of graphs and/or drawings, four sets of laser prints are also acceptable. Note: the artwork of published articles will not be returned.
- Figures, particularly photomicrographs, should not be larger than 22×28 cm (8.5×11 in). The lettering on the figures should be of sufficient size to withstand reduction. Most graphs will be reduced to one column width. The maximal width for one column figures is 8 cm or 3.15 in; for two column figures, it is 17 cm or 6.7 in.
- Black ink should be used for all line drawings. Decimals, lines, etc., should be bold enough for reproduction.
- Crop marks should be indicated on photomicrographs to show only the essential field. Special features should be designated by arrows. Symbols, arrows or letters used in photomicrographs should contrast with the background.
- The first author's last name, figure number and top location should be indicated on the back of each illustration in light black pencil, preferably on a glued label.
- The figure title and caption material should appear in the legend, not on the figure.
- Limit figures to the number necessary for clarity.

Figure legends

- Figure legends should be typed double-spaced on pages separate from the text, and figure numbers must correspond with the order in which they are mentioned in the text.
- All abbreviations used in the figure should be identified in alphabetical order at the end of each legend. All symbols used (arrows, circles, etc.) must be explained.
- Written and signed permission from the Publisher and author being quoted to reproduce any previously published figures is required.

Abbreviations and symbols

- The full term for which an abbreviation stands should precede its first use in the text, unless it is a standard unit of measurement (unit of measurement, chemical, statistical or mathematical symbol).
- In the text abbreviations are discouraged; their use in titles and abstracts is prohibited.

Printing

Articles will be printed free. Color illustrations will be published only if the authors cover the costs.