Guide for Authors ICOPLAST/JPRAS Journal

Protocols

Manuscripts from all ICOPLAST National Plastic Surgery Societies in good standing must be submitted to ICOPLAST for Peer Review.

The ICOPLAST Publications Committee will conduct double-blind peer reviews who will provide authors with constructive feedback and will either recommend or reject a manuscript – there will be no opportunity for authors to resubmit an amended manuscript.

JPRAS will only accept manuscripts as recommended by ICOPLAST.

Covering letter

Manuscripts must be accompanied by a covering letter stating that the current "Guide for Authors" has been read, thereby indicating compliance with those instructions and acceptance of the conditions posed. The letter should state that the authors have seen and agreed to the submitted version of the paper, and bear responsibility for it; that all who have been acknowledged as contributors or as providers of personal communications have agreed to their inclusion; that the material is original; and that it has been neither published elsewhere nor submitted for publication simultaneously. In addition, the letter should state that if accepted, the paper will not be published elsewhere in the same or similar form, in English or in any other language, without written consent of the copyright holder.

Preparation of manuscripts

Failure to submit papers in accordance with these instructions will result in the return of the manuscript for correction before it is sent out for review. All copy must be typed double spaced, including text, bibliographies, figure legends and tables. Use a standard, easy-to-read word processor font such as Times New Roman or Arial. All pages should be numbered in the bottom right corner or bottom center. Papers should be set out as follows: title page, summary, keywords, text, acknowledgements, references, figure legends, tables.

Original research articles should generally be no more than 3000 words in length, with 40 references and 16 figures/illustrated images/ tables. Please note that composite figures count as individual items.

Title page

The title page should give the following:

1. title of the article

2. initials and name of each author
3. name and address of the department or institution to which the work should be attributed
4. the name, address, telephone, fax and e-mail details of the author responsible for editorial correspondence
5. details of any meeting at which the work was presented, wholly or in part.

Text

Headings should be appropriate to the nature of the paper. Research papers should usually be split into sections under the headings: Introduction, Materials/Patients and Methods, Results and Discussion. Other headings may be appropriate depending on the nature of the paper; the proper use of headings enhances clarity and readability. Normally only two categories of heading should be used, which should be clearly distinguished.

Drug/device names: Use generic names of drugs, suture materials and instruments whenever possible. Give the trade name in brackets after the generic or approved name, followed by manufacturer, city, state (if US), and country. Proprietary names should be capitalized.

Abbreviations should be avoided in the title and summary. Explain abbreviations when they first occur in the text.

Numbers: use SI units throughout. Spell out the numbers one to ten except when used for units of measurement (mass, time, length); for numbers over ten use numerals except when starting a sentence. Do not give percentages if the total number in the sample is less than 50. Percentages greater than ten should be rounded to the nearest whole number. Numerical data should be analyzed by appropriate statistical methods. When evaluating a manuscript, the Editor and statistical referees will consider the design of the study, the presentation of the data, the analysis of the data and the interpretation of the results. The use of standard deviation and standard error should be clearly distinguished. The statistical test(s) used should be stated clearly in the 'Methods' section of the paper. Statistical significance should not be confused with clinical significance. In particular, 'negative' findings should be interpreted through the use of confidence intervals. Authors should beware of placing undue emphasis on secondary analyses, especially when they are suggested by an inspection of the data.

Tables

These should be double-spaced and contain only horizontal rules. Format tables with tabs rather than spaces or prepare them as tables in Microsoft Word. Do not submit tables as photographs. A short descriptive title should appear above each table and any footnotes suitably identified, below. Care must be taken to ensure that all units are included. Ensure that each table is cited in the text.

Figures

Figures should be submitted online as separate files. The minimum resolution for high quality reproduction is 300 dpi. For detailed instructions on the preparation of electronic artwork, consult the Artwork Instructions to Authors: https://www.elsevier.com/artworkinstructions. Permission to reproduce illustrations from other sources should always be obtained before submission, and details included with the legend. The journal is published in full color at no charge to authors, so color photographs should be submitted wherever possible. Photographs must be in sharp focus with good contrast and should not be altered or retouched in any way. 'Before' and 'after' photographs of patients should be standardized in terms of size, position and lighting. Provide scale bars on photomicrographs rather than stating the magnification in the legend. Legends are required for figures and should be included as part of the manuscript. All figures should be numbered in a single sequence.

Patient confidentiality: where illustrations include individuals of whatever age who are recognizable or whose identity may be deduced from the context, written consent must be obtained for publication. All identifying features not considered relevant to the text should be obscured.

Supplementary data (including multimedia and video)

The journal accepts electronic supplementary material to support and enhance your scientific research. Supplementary files allow the author to submit supporting applications, movies, animation sequences, high-resolution images, background datasets, sound clips and more, which will be published online alongside the electronic version of your article. In order to ensure that your submitted material is directly usable, please ensure that data is provided in one of the recommended file formats (for detailed guidance on formats for supplementary files go to https://www.elsevier.com/fileformats).

Graphical Abstract

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References

Please ensure that you include all relevant references to previous articles in the *Journal of Plastic, Reconstructive & Aesthetic Surgery*. The accuracy of references is the responsibility of the authors. Limit citations to those that are essential to the study. It is not necessary or appropriate to quote each and every historical reference unless there is a specific point to be made. References derived from computer literature searches should not be cited unless they have been read and contribute specifically to the discussion.

References should be cited in the text in numerical order, not alphabetically, and be indicated in the text by superscript numbers, e.g. 1,2 or 1-4. The reference list should be typed double-spaced and in numerical order. If there are more than six authors list only the first three followed by 'et al.' Journal titles should be abbreviated according to Index Medicus (see http://www.nlm.nih.gov/tsd/serials/lji.html). Internet resources should have their accessibility verified and all URLs should be checked again at proof stage.

Examples

Journal article: Frame JD, Frame JE. Modifying integra as a regeneration template in deep tissue planes. J Plast Reconstruct Aesthet Surg 2006;59;460-4.

Book chapter: Lister GD. Skin flaps. In Green DP, ed. Operative Hand Surgery. 3rd ed. New York: Churchill Livingstone, 1993: 1741-1823.

Book: Mathes SJ, Nahai F. Reconstructive Surgery: principles, anatomy, and technique. New York: Churchill Livingstone, 1997.

Internet resource: International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. http://www.icmje.org. [Accessibility verified March 21, 2008]

Data References

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