

# INSTRUCTIONS TO AUTHORS

The *Genomic Medicine, Biomarkers, and Health Sciences* (GMBHS) is the official peer-reviewed publication of Taiwan Genomic Medicine and Biomarker Society. Articles on clinical, laboratory and social research in genomic medicine, biomarkers, cell signaling, biotechnology, pharmacogenomics and genomics are eligible for consideration. The Editorial Board requires authors to be in compliance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (URMs); current URMs are available at <http://www.icmje.org>

## 1. Manuscript Submission

### E-mail submission

You can submit your manuscript and figures as e-mail attachments to the GMBHS Editorial Office at: [gmbhs.eo@gmail.com](mailto:gmbhs.eo@gmail.com)

If assistance is needed, the Editorial Office can be contacted and will provide any help necessary.

### Editorial Office

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### Important information

- Articles should be prepared in Microsoft Word document format, and in the simplest form possible. We will add in the correct font, font size, margins and so on according to the journal's style.
- You may use automatic page numbering, but do NOT use other kinds of automatic formatting such as footnotes, headers and footers.
- Put text, references, tables, figures, and legends in one file, with each table and figure on a new page.
- If submitting by e-mail, figures must be submitted as picture files, at the correct resolution of a minimum of 300 dpi. The files should be named according to the figure number and format, e.g. "Fig1.tif", "Fig2.jpg".

*Which ever method of submission you choose, the following documents must also be included (you can refer to the checklist that follows these author instructions to help you):*

- (1) A cover letter. It must include your name, address, telephone and fax numbers, and e-mail address, and state that all authors have contributed to the paper and have never submitted the manuscript, in whole or in part, to other journals.
- (2) A conflict of interest disclosure statement (see relevant section below).
- (3) A copyright transfer statement. You may use the form that follows these author instructions.

- (4) Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified (see relevant section below).
- (5) Where material has been reproduced from other copyrighted sources, the letter(s) of permission from the copyright holder(s) to use the copyrighted sources must be supplied.

## 2. Disclosure of Conflicts of Interest

All authors are required to sign and submit the following financial disclosure statement at the time of manuscript submission:

*I certify that all my affiliations with or financial involvement in, within the past 5 years and foreseeable future, any organization or entity with a financial interest in or financial conflict with the subject matter or materials discussed in the manuscript are completely disclosed (e.g. employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, royalties).*

Authors who have no relevant financial interests should provide a statement indicating that they have no financial interests related to the material in the manuscript.

## 3. Ethical Approval of Studies and Informed Consent

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. *Declaration of Helsinki: ethical principles for medical research involving human subjects*. Available at: <http://www.wma.net/en/30publications/10policies/b3/index.html>).

For investigations of human subjects, state explicitly in the methods section of the manuscript that informed consent was obtained from all participating adult subjects and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (i.e. oral or written).

## 4. Identification of Patients in Descriptions, Photographs and Pedigrees

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs and pedigrees should be obtained from all subjects (parents or

legal guardians for minors) who can be identified (including by the subjects themselves) in such written descriptions, photographs or pedigrees. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

## 5. Previous Publication or Duplicate Submission

Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration in totality or in part by another publication or electronic medium.

## 6. Basic Criteria

Articles should be written in English (using American English spelling) and meet the following basic criteria: the material is original, the information is important, the writing is clear and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

## 7. Categories of Articles

### 7.1. Review Articles

These should aim to provide the reader with a balanced overview of an important and topical subject in the field, and should be systematic and critical assessments of literature and data sources. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated. The text should not exceed 4500 words. Articles in this category are usually by invitation only, and the format jointly decided by the Editors and the contributing author.

### 7.2. Original Articles

These may be randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case-control studies, and surveys with high response rates, which represent new and significant contributions to the field.

Section headings should be the following: Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments (if applicable) and References.

The Introduction should provide a brief background to the subject of the paper, explain the importance of the study, and state a precise study question or purpose.

The Materials and Methods section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion

criteria, or data sources and how these were selected for the study, patient samples or animal specimens used, explain the laboratory methods followed), and state the statistical procedures employed in the research.

The Results section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of any interventions, the main outcome measures, and the main results.

The Discussion section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results.

The text should not exceed 4000 words.

### 7.3. Short Communications

These should have no more than six authors and should be concise presentations of clinical or technical notes, preliminary experimental results or instrumentation and analytic techniques. Section headings are generally the following: Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments (if applicable) and References. The abstract should not exceed 150 words. The text should not exceed 1500 words, with no more than two tables or figures. The number of references should not exceed 15. The editors reserve the right to decide what constitutes a Short Communication.

### 7.4. Case Reports

These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel techniques, novel use of equipment, or new information on diseases of importance. Section headings should be the following: Abstract, Introduction, Case Report, Discussion, Acknowledgments (if applicable), References. The text should not exceed 2000 words.

### 7.5. Letters to the Editor

These are letters of readers' opinions or issues of concern on previously published articles and other communications of general interest. The letter may be consulted with the authors of the subject article and the authors' response would be published concurrently. The text should be limited to 500 words and accepted letters are subject to editing for clarity and space.

### 7.6. Recommendations

These are reviews and recommendations of a study, a journal or a book published in the field of genomic medicine, biomarkers, cell signaling and related subjects. The text should be limited to 1000 words (including spaces) and accepted manuscripts are subject to editing for clarity and space.

### 7.7. Commentaries

These include discussions about an important topic, a significant concept, a single study or an article that is worth for having further comment or explanation.

They are well focused and clearly presented, and provide additional insights or interpretations. The text should not exceed 2000 words.

## 8. Manuscript Preparation

Text should be typed double-spaced on one side of white A4 (297 mm × 210 mm) paper, with outer margins of 2.5 cm. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

### 8.1. Title Page

The title page should contain the following information (in order, from the top to bottom of the page):

- category of paper
- concise article title
- names (spelled out in full) of all authors\*, and the institutions with which they are affiliated
- running title not exceeding 50 characters
- corresponding author details (name, e-mail, mailing address, telephone and fax numbers)

*\*The name of each author should be written with the family name last, e.g. Jing-Long Huang. Authorship is restricted only to direct participants who have contributed significantly to the work.*

### 8.2. Abstracts

Abstracts should be no more than 300 words in length. Where a term/definition is continually referred to, it should be written in full when it first appears, followed by the subsequent abbreviation in parentheses; thereafter, the abbreviation is used. Abstracts are unstructured, but should include the significance and purpose of the study, the methods used, the key data, and brief conclusion with regard to the study. For all article categories, 3–5 relevant key words (MeSH index terms) should also be provided in alphabetical order.

### 8.3. Main Text

The text for Original Articles should be organized in sections as follows: Introduction, Materials and Methods, Results and Discussion. Each section should begin on a new page.

#### 8.3.1. Abbreviations

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses (even if it was previously defined in the abstract). Thereafter, the abbreviation may be used. Restrict the number of abbreviations to those that are absolutely necessary. Ensure that an abbreviation so defined does actually appear later in the text (excluding in figures/tables), otherwise, it should be deleted.

#### 8.3.2. Units

Système International (SI) units must be used, with the exception of blood pressure values which are to be reported

in mmHg. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

#### 8.3.3. Drug Names

The generic term for all drugs and chemicals should be used, unless the specific trade name of a drug is directly relevant to the discussion.

#### 8.3.4. Statistical Requirements

Statistical analysis is essential for all research papers. Use correct nomenclature of statistical methods (e.g. two sample *t* test, not unpaired *t* test). All *p* values should be presented to the third decimal place for accuracy, unless they are less than 0.001. Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail.

#### 8.3.5. Acknowledgments

General acknowledgments for consultations, statistical analysis and so forth should be listed concisely at the end of the text, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section.

All financial and material support for the research and work from internal or external agencies, including commercial companies, should be clearly and completely identified. Ensure that any conflicts of interest are explicitly declared.

## 8.4. References

### 8.4.1. In the Main Text, Tables, Figure Legends

- References should be identified using superscripted numbers, in numerical order, and should be placed after punctuation.
- References cited in tables or figure legends should be included in numerical order at the point where the table or figure is first mentioned in the main text.
- Do not cite uncompleted work or work that has not yet been accepted for publication (i.e. “unpublished observation”, “personal communication”) as references.
- Do not cite abstracts unless they are the only available reference to an important concept.

### 8.4.2. In the References Section

- References should be limited to those cited in the text and listed in numerical order, NOT alphabetical order.
- Check that you do not have repeated references, or missing references (which are those that are cited in the text but not listed in the References section).
- References should include, in order, author names, article title, journal name, year, volume and inclusive page numbers. The last names and initials of all the authors up to 3 should be included, but when authors number 4 or more, list the first 3 authors only followed by “et al”.
- Abbreviations for journal names should conform to those used in MEDLINE.

- If citing a website, provide the author information, article title, website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.

*Authors are responsible for the accuracy and completeness of their references and for correct text citation.*

Examples are given below.

#### *Standard journal article*

Tay SS, Plain KM, Bishop GA. Role of IL-4 and Th2 responses in allograft rejection and tolerance. *Curr Opin Organ Transplant* 2009;14:16–22.

#### *Journal supplement*

Kaplan NM. The endothelium as prognostic factor and therapeutic target: what criteria should we apply? *J Cardiovasc Pharmacol* 1998;32(Suppl 3):S78–80.

#### *Journal article not in English but with English abstract*

Kawai H, Ishikawa T, Moroi J, et al. Elderly patient with cerebellar malignant astrocytoma. *No Shinkei Geka* 2008; 36:799–805. [In Japanese, English abstract]

#### *Book:*

Bradley EL. *Medical and Surgical Management*. Philadelphia: Saunders, 1982:72–95.

#### *Book with edition*

Stevens J. *Applied Multivariate Statistics for the Social Sciences*, 3<sup>rd</sup> edition. New Jersey: Lawrence Erlbaum Associates, 1996.

#### *Book chapter in book with editor and edition*

Greaves M, Culligan DJ. Blood and bone marrow. In: Underwood JCE, ed. *General and Systematic Pathology*, 4<sup>th</sup> edition. London: Churchill Livingstone, 2004:615–72.

#### *Conference proceedings*

Pacak K, Aguilera G, Sabban E, et al, eds. *Stress: Current Neuroendocrine and Genetic Approaches*. 8<sup>th</sup> Symposium on Catecholamines and Other Neurotransmitters in Stress, June 28–July 3, 2003, Smolenice Castle, Slovakia. New York: New York Academy of Sciences, 2004.

#### *Thesis*

Ayers AJ. *Retention of Resin Restorations by Means of Enamel Etching and by Pins*. MSD thesis, Indiana University, Indianapolis, 1971.

#### *Website*

American Association of Oral and Maxillofacial Surgeons. *Wisdom Teeth*. Rosemont, IL: AAOMS, 2008. Available at: [http://www.aaoms.org/wisdom\\_teeth.php](http://www.aaoms.org/wisdom_teeth.php) [Date accessed: November 15, 2008]

#### *Company/manufacturer publication/pamphlet*

Eastman Kodak Company, Eastman Organic Chemicals. *Catalog No. 49*. Rochester NY: Eastman Kodak, 1977:2–3.

### **8.5. Tables**

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and numbered consecutively in the order of their citation in the text. Information requiring explanatory footnotes should be denoted using these symbols (in order of appearance): \*, †, ‡, §, ||, ¶, #, \*\*, ††, ‡‡. If you have > 10 footnotes, then use superscripted lowercase letters instead of these symbols. Footnotes are separated by semi-colons, with a period after the last one.

Abbreviations used in the table, even if already defined in the text, should be defined and placed after the footnotes. They should be presented like in this example: CT: computed tomography; MRI: magnetic resonance imaging. Note the use of “:”, semi-colon to separate, and a period after the last.

A table should not be separated into parts like “Table 1A” and “Table 1B”. They should either be combined into 1 table or split into 2 tables.

If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source.

### **8.6. Figures**

The number of figures should be restricted to the minimum necessary to support the textual material. They should have an informative figure legend and be numbered in the order of their citation in the text. All footnote symbols and abbreviations should be defined in the legend (for footnotes and abbreviations, follow the same instructions as for tables).

Patient identification should be obscured. All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Photomicrographs must include an internal scale marker, the type of specimen, original magnification and stain. In the figure legend, use a multiplication symbol for magnification after the number, e.g. “100×”.

If submitting electronically, figures must be supplied as picture files (e.g. TIF, JPG, etc.) at the correct resolution of a minimum of 300 dpi. The files should be named according to the figure number and format, e.g. “Fig1.tif”, “Fig2.jpg”.

## **9. The Editorial and Peer Review Process**

As a general rule, the receipt of a manuscript will be acknowledged within 2 weeks of submission, and authors will be provided with a manuscript reference number for future correspondence. If such an acknowledgment is not received in a reasonable period of time, the author should contact the Editorial Office.

Manuscripts are reviewed by the Editorial Office to ensure that the submission contains all parts. The Editorial Office will not accept a submission if the author has not supplied all parts of the manuscript as outlined in this document.

Manuscripts are then forwarded to the Editor-in-Chief, who makes an initial assessment of the manuscript. If the manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript

will be rejected without review. Rejected manuscripts will not be returned to authors unless requested.

Manuscripts that appear meritorious and appropriate for the Journal are reviewed by at least two Editorial Board members or expert consultants assigned by the Editor-in-Chief. Authors will usually be notified within 10 weeks of whether the submitted article is accepted for publication, rejected, or subject to revision before acceptance. However, do note that delays are sometimes unavoidable.

## **10. Preparation for Publication**

Once a manuscript has been accepted for publication, the authors should submit the final version of their manuscript (in MS Word format, with all tables/figures as applicable) by e-mailing to: gmbhs.eo@gmail.com.

Accepted manuscripts are copyedited according to the journal's style and the galley proofs in the form of a PDF file are e-mailed by the Publisher to the corresponding author for final approval. Authors are responsible for

all statements made in their work, including changes made by the copy editor.

## **11. Publication Charges and Reprints**

The journal will bear the cost of publication for all articles. Authors can order up to 30 stapled offprints of their articles at NT\$100/offprint, which will be sent by the Editorial Office to the corresponding author. Additional professional reprints (which include a cover page for the article) may be ordered at prices based on the cost of production. A reprint order form is provided by the Publisher, together with the galley proofs.

## **12. Copyright**

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