

# INSTRUCTIONS TO AUTHORS

## Scope

The *Acta Cardiologica Sinica* is an official Journal of the Taiwan Society of Cardiology. It is a peer reviewed journal and aims to publish highest quality material, both clinical and scientific, on all aspects of Cardiovascular Medicine. It is published quarterly.

## Article Categories

Review Articles, Original Articles, Brief Reports, Case Reports, Letters to the Editor, Editorial Comments. Please look into each category for specific requirements and manuscript preparation.

## Manuscript Preparation: General Guidelines

Articles which have been published or submitted for publication elsewhere will not be published. The Taiwan Society of Cardiology reserves copyright and renewal on all material published. Permission is required from the copyright holder if an author chooses to include in their submission to *Acta Cardiologica Sinica* any tables, illustrations or other images that have been previously published elsewhere. Copy of the letter of permission should be included with the manuscript at the time of submission.

Manuscripts should conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (*N Engl J Med* 1997;336:309–15). Text should be double-spaced throughout. The Title page, Abstract, Body Text, Acknowledgments, References, Legends, Tables and Figures should appear in that order on separate sheets of paper. Define all abbreviations at first appearance, and avoid their use in the title and abstract. Use generic names of drugs.

## Covering Letter

The main author should write a covering letter requesting the publication of the manuscript and assuring that the other authors have read the manuscript and agree to its submission. The editorial board reserves the right to confirm this in case it needs to.

## Title Page

The title page should include a Title, full names and affiliations of all authors, and an address, telephone number, facsimile number and E-mail address for correspondence. Acknowledgment of grant support should be cited. A short Running Title (40 characters or less) should be provided.

## Abstract

Abstract should briefly describe Purpose or Background, Methods, Results and Conclusions, in no more than 250 words.

## Body Text

The text of Original Articles should be divided into Introduction, Materials and Methods, Results and Discussion sections. Other article types may use other formats as described in specific guidelines against each category of manuscript below. Acknowledgments are typed at the end of the text before references.

## References

References are cited numerically in the text and in superscript. They should be numbered consecutively in the order in which they appear. References should quote the last name followed by the initials of the author(s). For less than four authors provide all names; for more than four, list the first three authors' names followed by "et al.". List specific page numbers for all book references. Refer to Index Medicus for journal titles and abbreviations. Examples are provided below. Authors are responsible for the accuracy of the citation information that they submit.

## Journals

1. Mak KH, Eisenberg, MJ, Plante S, et al. Absence of increased in-hospital complications with reused balloon catheters. *Am J Cardiol* 1996;78:717-9.
2. Kaplan NM. Coronary heart disease risk factors and anti-hypertensive drug selection. *J Cardiovasc Pharmacol* 1982;4(Suppl):186-365.

### **Books**

1. Got to AJ, Farmer JA. Risk factors for coronary artery disease. In: Braunwald E, Ed. *Heart Disease: A Textbook of Cardiovascular Medicine*. 3rd ed. Philadelphia: Saunders, 1988:1153-90.
2. Levinsky NG. Fluid and electrolytes. In: Thorn GW, Adams RD, Braunwald E, et al, Eds. *Harrison's Principles of Internal Medicine*. 8th ed. New York: McGraw-Hill, 1977:364-75.

### **Tables**

All tables should be cited, by number, in the text. It should be typed double spaced, give a title to each table and describe all abbreviations or any added relevant information as a footnote. Type each table on a separate page.

### **Figures & Illustrations**

Number figures in the order in which they appear in the text. Figure legends should correspond to figure/illustration numbers and appear on a separate sheet of paper. Prepare your figures according to your mode of submission:

*e-mail Submission:* Figures should be submitted in high-resolution TIF format, or alternatively in GIF, JPEG/JPG, or EPS format. The figures should be placed in separate files, named only with the figure numbers (e.g. "Figure1.tif".)

*Regular Mail:* Photographs and drawings should be unmounted, glossy prints, 5" × 7" in size. Three sets of each illustration must be submitted in a separate envelope. Label the back of each figure with the title of the article and an arrow indicating the top of the figure.

### **Manuscript Preparation: Specific Guidelines**

**Review Articles.** These are scholarly, comprehensive reviews whose aims are to summarize and critically evaluate research in the field and to identify future implications. Unsolicited reviews may be submitted to the editor-in-chief and will be subject to approval by the editorial board. Instructions for Title page, Abstract, References, Tables and Illustrations/figures remains the same. The text can follow independent pattern as per the authors desire, subject to approval of the editorial board.

**Original Articles.** Clinical human studies and experimental studies will appear in this category. It should not exceed 6,000 including references and figure legends. It should conform the general pattern of submission i.e., Title page, Abstract, Body Text, References, Tables and Illustrations/figures.

**Brief Reports.** These will present brief clinical, technical, or preliminary experimental results and should not exceed 3,000 words. It should conform the general pattern of submission i.e., Title page, Abstract (< 200 words), Body Text, References, Tables and Illustrations/figures.

**Case Reports.** Case reports should not exceed 2,000 words in total with not more than 6 authors. Abstract should be less than 150 words. In the body text, the Materials and Methods and Results sections should be replaced with a Case Report(s) section which should describe the patient's history, diagnosis, treatment, outcome, and any other pertinent information. All other sections should follow the general format. Only two figures/illustrations are permitted. The number of references should not exceed 10.

**Letters to the Editor.** The editors welcome all opinions and suggestions regarding the journal or articles appearing in the journals. A title for the letter should be provided at the top of the page. The writer's full name should be provided. The Letter should be no more than 250 words long and may include one table or figure and up to four references. The editorial board reserves the right to edit any letter received. Author should provide a covering letter, on his/her own letterhead, to the Editor-in-Chief stating why the Letter should be published. If it is concerning a particular article in *Acta Cardiologica Sinica* it should be within 6 months of that article's publication.

**Editorial Comments.** These will include invited articles or brief editorial comments representing opinions of local and foreign experts in cardiovascular medicine and research. They should be 1000-1500 words in length and not more than 20 references should be cited.

### **Submission of Manuscripts: e-mail submission is preferable**

**e-mail submission to** [acs@tsoc.org.tw](mailto:acs@tsoc.org.tw)

Please prepare text file or Microsoft Word file for your manuscript. Figures should be submitted in high-resolution TIF format, or alternatively in GIF, JPEG/JPG, or EPS format. The figures should be placed in separate files, named only with the figure numbers (e.g. "Figure1.tif".)

**Regular Mail:** Three copies any kind of Manuscripts including figures/illustrations should be submitted to:

Editorial Office, Taiwan Society of Cardiology, 13F-1, No. 11, Min-Chuan W. Road, Taipei 104, Taiwan, R.O.C.

**Time Line**

The first decision will be made within 6 weeks from receipt of the manuscript. Once a manuscript, if sent by regular mail has been accepted, it should be submitted on a virus-free 3.5-inch computer disc or a compact disc as a text file or Microsoft Word file.

**Author Reprints and Costs**

Twenty-five reprints of each article will be furnished to authors free of charge. Additional reprints will be charged at a rate of US\$20 per 50 copies. No charges will be instituted for articles less than seven printed pages. The cost of color reproductions will be borne by the author.