

# International Journal of Gynecology & Obstetrics

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## IJGO Author Guide for Supplement Articles

### **Advancing Family Planning: Research Papers Selected from the Third International Family Planning Conference, November 2013.**

The International Journal of Gynecology and Obstetrics (IJGO) – which is the official publication of the [International Federation of Gynecology and Obstetrics \(FIGO\)](http://www.figo.org) – publishes articles on all aspects of basic and clinical research in obstetrics/gynecology and related subjects, with emphasis on matters of worldwide interest. See <http://www.ijgo.org> for the IJGO Statement of Purpose.

The requirements of the IJGO are in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" published by the International Committee of Medical Journal Editors ([http://www.icmje.org/urm\\_main.html](http://www.icmje.org/urm_main.html)).

It is the general policy of the IJGO to ensure that papers from individual low- and middle-income countries include local co-authors and collaborators. These research and academic colleagues should be identified early and be involved in research question development, Institutional Review Board approval, data collection and analysis, and manuscript preparation. Principles of community-based participatory research should be strongly considered. Co-authors should satisfy generally accepted requirements for authorship. The Editorial Board believes this supports FIGO priorities for capacity building and prevents any perception that data or research is being co-opted by scholars from high-income countries. Multi-country studies or analyses of internationally available databases do not necessarily have to meet this requirement and will be considered individually by the Editors, as are all submissions. Any questions or issues can be addressed to the Editorial Office prior to submission or may be raised during the editorial process.

#### **1. SUBMISSION**

Articles should be submitted using the online submission form by March 31, 2014. The submission form may be found at <http://www.fpconference2013.org/abstracts/manuscript-submission>. Please email Amelia Mackenzie at [amackenz@jhsph.edu](mailto:amackenz@jhsph.edu) with any questions about the submission process.

#### **2. AUTHOR GUARANTEE AND CONSENT**

##### **2.1. Author(s) Guarantee**

Authors are required to guarantee the following upon submission of the manuscript:

- 1) All authors have participated sufficiently in the work to take responsibility for it;
- 2) All authors have reviewed the final version of the manuscript and approve it for publication;
- 3) Neither this manuscript nor one with substantially similar content by the authors has been published elsewhere or is being considered for publication elsewhere;

- 4) The manuscript has been submitted with the full knowledge and approval of the institution or organization given as the affiliation of the author(s); and
- 5) The authors have informed the editor in the manuscript itself of any conflicts of interest.

The guarantee statement will be included in the online submission form.

Submission of multi-authored manuscripts implies the consent of each of the authors. After an article has been accepted for publication, the name of each author must also be listed on a Transfer of Copyright (which will be sent by the publisher) assigning FIGO all rights to the manuscript to protect the author(s) and the IJGO from unauthorized use of the article's contents.

### 3. LAYOUT OF MANUSCRIPTS

Manuscript text should be in English (US spelling), double-spaced, and use font size 12 in Arial font. All manuscripts should be created and submitted in Word format.

#### 3.1. First page

The first page of the manuscript should contain the following:

1. The manuscript title,
2. The given/first names and surnames of all authors,
3. Author affiliations (i.e., department/section/unit of institution/hospital/organization, city and country – street name and phone numbers are not required),
4. Full contact details (i.e., postal address, phone and fax numbers, e-mail address) of the corresponding author,
5. A list of up to **5 keywords** for indexing and retrieval, and
6. A synopsis no longer than **30 words** stating the primary conclusion of the paper.

Footnotes linking author names to affiliations should be listed as a, b, c, etc., rather than \*, †, ‡ or 1, 2, 3, etc.

#### 3.2. Abstract

A structured abstract not exceeding **150 words** is required for all articles. Headings should include **Objectives, Methods, Results, and Conclusions**.

#### 3.3. Main text

Subject matter should be organized under the following headings: **Introduction; Materials and Methods; Results; Discussion; Acknowledgments; Conflict of Interest** (Section 3.7); and **References**. Footnotes should be avoided and their contents incorporated into the text.

The word limit is **3000 words**.

#### 3.4. Power calculations, statistics, and reporting of numbers

##### 3.4.1. Power calculations

Where appropriate, power calculations should be performed as part of the study design, and a statement providing the power of the study should be included in the Materials and Methods. Authors should state how the power calculation was determined, including what type of difference the calculation was powered to detect and on what studies the numbers are based.

##### 3.4.2. Statistics

The statistical tests used and the significance level set should be listed in the Materials and Methods for all studies that employed statistical analysis. Information regarding the statistical software programs used should be included in the methods: for example, "SPSS (IBM, Armonk, NY, USA)." This information should not be included in the reference list.

P-values should be provided where calculated. The largest P-value that should be expressed is  $P > 0.99$ . The smallest P-value that should be expressed is  $P < 0.001$ .

For measures of effect (e.g., relative risks, risk ratios, odds ratios), authors should also report confidence intervals (e.g., 95%) so that the precision of the effect estimate can be assessed.

### 3.4.3. Reporting of numbers

Authors are urged to ensure that all reported numbers are accurate and listed consistently throughout the manuscript, tables, and figures.

## 3.5. Ethics approval and informed consent

Studies of patients, patient records, or volunteers require Ethics Committee approval and informed consent.

### 3.5.1. Ethics approval

Include a statement in the methods that the research protocol was approved by the relevant Institutional Review Board or Ethics Committee before the study began; if such approval was not needed/obtained, include an explanation. Authors must provide copies of the appropriate documentation if requested.

### 3.5.2. Informed consent

Include confirmation in the methods that all human participants gave written informed consent before the study began; if consent was not needed/obtained, include an explanation. Authors must provide copies of the appropriate documentation if requested.

## 3.6. Acknowledgments

Include financial acknowledgments only.

## 3.7. Conflict of interest

A conflict-of-interest statement must be included before the reference list in the manuscript. It should list any relationships for any author that may be deemed to influence the objectivity of the paper, or it should state that no such relationships exist.

## 3.8. References

References must be numbered and listed as they are cited in the article, using Index Medicus abbreviations for journal titles. List all authors, but if there are more than 6, list the first 6 plus "et al." Include the volume and issue numbers. The number of references should not exceed 30.

[1] Vellacott ID, Cooke EJ, James CE. Nausea and vomiting in early pregnancy. *Int J Gynecol Obstet* 1988;27(1):57-9. **[Journal]**

[2] Speroff L, Glass BH, Kase NG. *Clinical Gynecologic Endocrinology and Infertility*. Baltimore: Williams and Wilkins; 1982. **[Book]**

[3] Disaia PJ, Creasman WT. Invasive Cancer of the Vulva. In: Disaia PJ, Creasman WT, eds. *Clinical Gynecologic Oncology*. St Louis: C.V. Mosby; 1984:214-9. **[Chapter in book]**

[4] World Health Organization. WHO Recommended Surveillance Standards. Second Edition. <http://www.who.int/csr/resources/publications/surveillance/whocdscsr992.pdf>. Published 1999. Accessed January 15, 2012. **[Online]**

In-text references should be indicated by **Arabic numerals in square brackets** on the line, not superscript (e.g., [1-4] and [1,5,11,17]). Use square brackets in the reference list as well.

All references must be in English. Citation information of those references originally in other languages must be translated into English in the reference list. The IJGO should be cited as *Int J Gynecol Obstet* in the reference list.

Numbered references to personal communications, unpublished data, statistical software, or manuscripts that have not been accepted for publication (i.e. "submitted" or "under consideration") must not be included. Reference to such material, if required, can be incorporated at the relevant location in the text.

If bibliographic software has been used for managing the reference list (e.g., EndNote or Reference Manager), the reference list and citations must be unlinked before submission.

### **3.9. Tables**

Each table should be titled, numbered (with Arabic numerals), and placed on a separate page after the reference list, not embedded within the main text. Tables should be in Arial font size 10 and single-spaced.

All tables must be created and submitted in editable Word format. Only standard, universally understood abbreviations should be used. Authors should prepare tabular material in an easily readable form, eliminating tables presenting information that can easily be incorporated into the text. All tables must be cited in numeric order in the main text as "Table 1" etc.

Use the Word table function (not the "enter" key, spaces, or the "tab" function) to create a separate cell for each table entry. Footnotes to tables should be listed as a, b, c, etc., rather than \*, †, ‡ etc.

If tables are deemed to be too large or there are too many, they *may* be published as online-only supplementary material (see Section 3.12). This will be at the discretion of the Editors.

### **3.10. Figures and photographs**

Advice on the preparation of electronic artwork can be found at the following URL:  
<http://www.elsevier.com/artworkinstructions>.

Figures and photographs should be submitted as separate figure files (not embedded within the manuscript file), preferably in TIFF or JPEG format (at least 300 dpi). All figures must be cited in numeric order in the main text as "Figure 1" etc.

If labeling images, use lettering that remains clearly readable even after reduction to approximately 66%.

#### **3.10.1. Figure legends**

For every figure, a titled legend must be provided in the manuscript file after the reference list; legends should be numbered consecutively in the order of their citation using Arabic numerals.

#### **3.10.2. Photograph/video consent**

If photographs or videos of identifiable people are used, authors must obtain and submit a signed statement of informed consent from the identifiable person(s) or their next of kin. Authors should not try to conceal identity with black bars over eyes etc.

### **3.11 Table and figure permission**

All authors wishing to use adapted or reprinted material already published must first obtain the permission of the original author and publisher and/or copyright holders, in addition to giving precise reference to the original work. This permission must include the right to publish in electronic media. A permission statement must be included under the table or figure (some holders will have specific wording they want used). The actual permission correspondence from the copyright holder does not need to be submitted.

### **3.12. Supplementary material**

Authors may submit supplementary material such as additional tables and figures. Supplementary material will be hosted online only and will not appear in the print version.

All supplementary material should be cited in the main text of the article as "Supplementary Material S1" etc. Supplementary material will not be accepted if the associated manuscript is rejected.

#### **4. EDITORIAL STYLE**

Papers are published in English, using US spelling. The editors reserve the right to make any necessary editorial changes.

##### **4.1. Numerals**

Arabic numerals should be used for weights, measures, percentages, and degrees of temperature. Weights and measures should be abbreviated according to the International System of Units (SI) or non-SI units mentioned in the SI: kg, g, mg,  $\mu$ g, mmol,  $\mu$ mol; m, cm, mm,  $\mu$ m, nm; A; cm<sup>2</sup>; mL,  $\mu$ L; M, mM,  $\mu$ M, nM; N; d, h, min, s, ms,  $\mu$ s. Provide percentages after numerals throughout.

##### **4.2. Drugs**

Give generic names of all pharmaceutical preparations and, where appropriate, include (in parentheses, following) the trade name and manufacturer's name and address. Review drug names and dosages with care. The author is responsible for all recommended dosages.

##### **4.3. Manufacturer information**

Give the manufacturer's name and address (in parentheses) following the name of any instruments or equipment cited by brand name. Do not include the trademark or registered trademark symbol.

##### **4.4. Plagiarism**

Plagiarism entails the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Verbatim copying of sentences, even if a citation is provided (unless the sentence appears in quotation marks), is considered to be plagiarism. Papers are checked for plagiarism (including self-plagiarism); if plagiarism is detected, action will be taken following the Committee on Publication Ethics guidelines.

##### **4.5. Language editing**

Authors whose first language is not English are encouraged to have their manuscripts reviewed by a native English speaker or a professional editing service (e.g., <http://webshop.elsevier.com/languageservices>) before submission. It is important for all submissions to be clear and understandable for the editors and reviewers.