

# ENDOCRINE PRACTICE

## INFORMATION FOR AUTHORS

### **General Information**

Prepare manuscripts in accordance with the “Uniform Requirements of Manuscripts Submitted to Biomedical Journals” (see *Ann Intern Med.* 1997;126:36-47 or [www.icmje.org](http://www.icmje.org)). Specific requirements for *Endocrine Practice* follow.

### **Peer Review and Editing**

Manuscripts will be sent for peer review without prior editing. All manuscripts accepted for publication will be edited in the journal offices. Authors will receive an approval copy of page proofs before publication.

### **Title Page**

Provide a title and brief running title ( $\leq 35$  characters and spaces). Include complete first name, middle initial, last name, degrees, and affiliation of each author. Indicate the name and address of the author to whom correspondence and reprint requests should be addressed.

### **Abstract**

Limit the abstract to 250 words. Use a structured format, including Objective, Methods, Results, and Conclusion. Provide 3-6 key words for indexing.

### **Text**

Articles should be written in clear, concise English, following the recommendations for scientific writing found in the American Medical Association Manual of Style (10th ed, 2007) and The Chicago Manual of Style (15th ed, 2003). Minimize use of abbreviations; any abbreviations used must be defined at first mention (except for units of measurement when used with numbers). Abbreviations may be used in tables and figures for space considerations but must be defined in the accompanying footnotes or legends. The AMA Manual of Style lists standard scientific abbreviations. In general, use generic names for drugs. To maintain anonymity, do not use patient names, initials, or any unnecessary identifying details. (Individual cases should be labeled as “case 1,” “case 2,” and so forth.)

### **Units**

Express measurements in conventional units (not SI units).

### **Conflict of Interest and Acknowledgments**

Authors are required to disclose any potential conflict of interest. Acknowledgments should list brief statements of assistance, financial support, and prior publication of the study in abstract form, if applicable.

### **References**

Number references sequentially as they are cited in the text; the reference numbers should be cited on the line and enclosed in parentheses at the proper point in the text. Type the reference list completely double-spaced. Avoid use of abstracts as references when possible. Unpublished data should be cited parenthetically in the text and not included in the reference list. For journal references, Index Medicus journal abbreviations should be used. Include names and initials of all authors (if more than 6, list only the first 3 followed by “et al”).

### **Journal**

1. Van den Berghe G, Wouters P, Weekers F, et al. Intensive insulin therapy in critically ill patients. *N Engl J Med.* 2001;345:1359-1367.

### **Book**

2. Falk SA, ed. *Thyroid Disease: Endocrinology, Surgery, Nuclear Medicine, and Radiotherapy.* 2nd ed. Philadelphia, PA: Lippincott-Raven, 1997.

### **Chapter in Book**

3. Flier JS, Foster DW. Eating disorders: obesity, anorexia nervosa, and bulimia nervosa. In: Wilson JD, Foster DW, Kronenberg HM, Larsen PR, eds. *Williams Textbook of Endocrinology.* 9th ed. Philadelphia, PA: WB Saunders, 1998: 1061-1097.

### **Illustrations**

Provide a legend for each figure; define any abbreviations that appear on the illustrations. Specify stain and magnification for photomicrographs. For any photographs with a recognizable patient, a release form signed by the patient must be provided. Figures must be saved in TIFF, GIF, JPG, PDF, or EPS format.

## Tables

Type all tabular material double-spaced; each table should be on a separate page. Provide a title for each table, and define all abbreviations in a footnote. Limit the width of tables to 6.5 inches (16.5 cm). Do not submit turn-page material (tabulations typed across the vertical dimension of the page).

## Original Articles

Original Articles should be restricted to clinical or basic studies, particularly translational research, which add new information to the etiology, treatment, and outcomes of endocrine disorders that has not been published previously. These manuscripts should be restricted to 3,500 words, no more than 40 references, and no more than 10 figures or tables (total). Cover letter, title page, and structured abstract are required.

## Case Reports

Case Reports should consist of unusual cases and a brief review of the literature pertaining to these cases, which add new information to the endocrine literature. These reports should be restricted to 1,500 words, 20 references, and 4 figures or tables (total). Cover letter, title page, and structured abstract are required.

## Review Articles

All Review Articles are subjected to the same peer-review and editorial processes as Original Articles. The text of Review Articles must be limited to 3,500 words, with a maximum of 6 figures and tables (total) and up to 80 references. Cover letter, title page, and structured abstract are required.

## Commentaries

Commentaries should reflect the author's views on a timely topic of interest to the endocrine community, limited to 1,500 words, 1 figure or table, and 15 references. Abstract and cover letter are not needed; however, all other instructions in the Information for Authors must be followed.

## Letters to the Editor

Letters to the Editor must be original material that has not been submitted or published elsewhere. Restrict length to 500 words and include no more than 3 authors, 3 references, and 1 table or figure. Abstract, cover letter, and title page are not needed; however, please include the complete address, telephone and fax numbers, and e-mail address of the primary correspondent with your letter. Disclose any potential conflict of interest related to the contents of the letter. Letters published in *Endocrine Practice* are edited and may be abridged at the discretion of the Editor.

## Visual Vignettes

Visual Vignettes should serve as an educational 2-paragraph "show-and-tell" exercise. These contributions are limited to 1 printed page in the *Journal* (maximum of 400 words, 3 illustrations, and 3 references). The introductory paragraph, labeled "Case Presentation," should briefly review the pertinent history, physical findings, and accompanying illustrative material and should conclude with the question, "What is the diagnosis?" The illustrations must be of high quality and sufficiently large to demonstrate the object lesson (addition of identifying arrows is recommended). The second paragraph, labeled "Answer," should disclose the diagnosis, present pertinent follow-up (if applicable), and briefly discuss what was gleaned from the specific case.

## Manuscript Submission

All manuscripts for *Endocrine Practice* must be submitted with use of our Online Manuscript System. Information on electronic submission is available at <http://endocrinepractice.alltrack.net/> and should be carefully reviewed before the online submission process is begun. For assistance with the online submission process, please contact Kristin Schuller at [kristins@bu.edu](mailto:kristins@bu.edu).

## Contact Information

It is very important that contact information, including e-mail addresses and fax numbers, for authors is current so that follow-up regarding manuscripts is possible. Any changes in such information should be sent to Sandra Law at [slaw@ace.com](mailto:slaw@ace.com).

### Checklist

- Indicate type of article (for example, Original Article, Case Report, Review Article, Commentary, or Visual Vignette)
- Provide complete names, degrees, and affiliations for all authors
- Designate a corresponding author, with complete mailing and e-mail addresses and telephone and fax numbers
- Provide a structured abstract of  $\leq 250$  words and 3-6 key words for subject indexing
- Cite references, figures, and tables consecutively in text
- Check all references for completeness and accuracy
- Submit each table on a separate page
- Clearly number figures and indicate orientation
- Identify and provide permission for reuse of any previously published material
- Disclose any potential conflict of interest
- Submit manuscript by means of the Internet at <http://endocrinepractice.alltrack.net/>