

## **General recommendations for successful manuscript writing**

Manuscript should be written in a clear, direct and active style.

### **Abstract:**

The abstract should clearly state the objective, materials (or subjects) and methods, results, and conclusions of the study. Include actual data. Avoid using abbreviations. Do not use reference citations.

### **Introduction**

Give short background information and references that inform the reader. Describe the objective of the investigation and explain why it is important. Indicate the specific goal of the article, and indicate why it is worthy of attention. Explain the hypothesis to be tested or the deficiency to be solved. The objective stated here must be identical to the one given in the title.

### **Materials and methods**

If lengthy, the materials and method section should be organized under subheadings. State clearly if this is a retrospective or a prospective study. Describe clearly the number and selection of the subjects studied. Any instrument or drugs used should be identified with trade names and manufacturer name and location in parenthesis. Describe the research plan, the materials (or subjects), and the methods used, in that order. Explain in detail how disease was confirmed and how objectivity in observations was achieved. Explain what data were collected, and how the data were analyzed. Use of "Reporting Standards" is encouraged.

### **Results**

The findings of the methods are presented here in the same logical sequence along with tables and illustrations. Do not repeat text data that is already covered in the tables. Summarize only important observations. Make sure to give results of each item described in the Materials and methods section. Present both positive and negative results. Subheadings can be used in the same sequence if used in the materials and methods section.

### **Discussion**

Summarize the result of your work provided by the study. DO not repeat or copy the data given in the Result section. Add your interpretation of the summary followed by interpretation of your conclusions in the context of the literature. When results differ from those of previous investigators, explain the discrepancy. Describe the limitations of the research before the conclusion.

## Technical tips for manuscript writing

### Hyphens and word division

- The hyphen (-) connects words, prefixes, and suffixes. Certain compound words always contain hyphens. Such as up-to-date, 23-year-old woman.
- Hyphens are not necessary for prefixes such as intra, inter, pre, post, non, re, etc, unless the prefix ends with a vowel and the main word starts with a vowel, e.g., anti-inflammatory, pre-examination, re-analyzed.
- Do not hyphenate Latin expressions or non-English-language phrases such as in vivo, in vitro.
- In the text do not use hyphens to express a range (e.g., 10% to 20% of patients), except if the range expresses fiscal years or life spans (e.g., the 2010-2011 data set) or if the range is given in parenthesis (mean age was 44 years; [range, 34-48 years])
- Do not hyphen modifiers in which the second element is a number or a letter, e.g., Type II diabetes, Grade A material.
- Hyphen and en dash can be confused and used interchangeably. The en dash is only used in special circumstances.
- En dash (–) is a longer dash than a hyphen and is used between two values, implying an interval: "2–3 years", "Cushing–like symptoms"
- Em dash (—) is an even longer dash that is not used in scientific writing. It is used as part of a sentence that may be omitted without disrupting the sentence: "There was no one around—not that I was aware of."
- For consecutive references more than two, and for any statement where the numbers show an interval, use "en dash, –": (7–9) or 100–200 ms or Groups II–V.
- Following example has proper combined use of hyphen and en dash: "chemoembolization using 300–500-micron beads"

### Unit of measurements

- Units of measurements are abbreviated when used with numerical values but are not abbreviated if used without numerical values (e.g., we added K [2 mg] into the solution. Concentrations are expressed as milligrams of potassium per liter of saline).
- The plural form of units of measurement is the same as the singular form (e.g., 1 mL, 10 mL, 1 h, and 12 h). Remember to leave a space between the number and unit, except for the percentage mark that follows the number without space (e.g., 3 L of 12% NaCl).
- Use SI units: "mL" (not "cc"), "dL", "s" for second (not sec). Liter should be abbreviated in uppercase (L). The common abbreviations for units are s (second), m (meter), kg (kilogram), mg (milligram) L (liter), mL (milliliter).

### Expression of numbers

- You may spell out one-digit numbers (one to nine) and use numeral for all large numbers (17, 39, 112). Or you may spell out the first three digits (one, two, and three) and use numeral for all numbers larger than three. Whatever you choose, apply the same consistently throughout the manuscript).

- At the beginning of a sentence spell out the numbers and not use numerical value (e.g., Twenty-three patients were included in the study). With very larger numbers, rearrange the sentence in such a way that the number is no longer at the beginning).
- Always use numerical values if a unit of measurement follows (e.g., 2 mg, 4 h, 15 min).
- In a series, use numeric values if any number in the series is 10 or larger (there were, 5, 2, and 15 patients in each group, respectively).
- Decimal points are different in the continental Europe and the USA, especially for thousands and fraction uses. Comma (,) or dot (.) may come between numbers (e.g., 1,000 or 1.000). An international style is what we recommend which does not use dot or comma between numbers (e.g., 12000 or 12 000). Decimals are used with a dot (e.g., 0.250 or  $P < 0.05$ )

## References

- Only essential references should be cited.
- A common error is using the same reference twice.
- Journal names should be abbreviated according to MEDLINE ([www.ncbi.nlm.nih.gov/journals](http://www.ncbi.nlm.nih.gov/journals)).
- If a reference has only one author, do not put "et al." after his name in the text: "Kim (7) stated that..."
- If a reference has only two authors, do not put "et al." after the first author's name in the text. Instead list both names: "Kim and Williams (7) stated that ...".
- If a reference has more than two authors, then put "et al." and give the reference number after the first author's name in the text. "Kim et al. (7) stated that ...".

## General rules

- Parenthesis (round brackets) and brackets [square brackets] are international punctuation marks used to give additional information. Parenthetical information within a parenthesis is enclosed in brackets e.g., (The cerebral function is also evaluated with diffusion magnetic resonance imaging [dMRI] in the study).
- When a sentence ends with a reference to a Figure or Table, give the reference after, not before, Figure or Table parentheses, e.g., the contrast enhancement pattern is shown as described before (Fig. 1)(14-15).
- In writing technical parameters use "," and separate concepts by ";":  
"... axial and sagittal T1-weighted (W) spin echo (SE) (TR/TE, 500–600/12 ms; matrix, 192–256; field of view, 200x230 mm), axial and coronal T2W SE (TR/TE, 4000–5000/100 ms; matrix, 192–256; field of view, 230x230 mm), and axial fluid-attenuated inversion-recovery (FLAIR) (TR/TE/TI, 8500/98/2150 ms; matrix, 192–256; field of view, 230x230 mm)."
- For species names use italics: "...caused by *Schistosoma haematobium*". Bear in mind that the scientific name (species name) of any plant, animal, fungus, alga or bacterium consists of two Latinized words. The first word (beginning in uppercase regardless of its position within a sentence) is the name of the genus to which the organism belongs. The second word (beginning in lowercase) is the specific epithet or specific term of the species. Together, the genus plus the specific epithet make up the species name. The species name and scientific name are synonyms.

- "P" regarding statistical analysis should be uppercase and italic:  $P < 0.05$ . Use a space before and after ">" "<", or "=" next to a  $P$ . This is also true for  $P$  in tables and figure legends.
- Elsewhere DO NOT put a space after ">" or "<", and before and after "=" or "±".