

Journal of Pediatric & Adolescent Gynecology

Instructions for Authors

These guidelines are in accordance with "Uniform Requirements for Manuscripts Submitted to Biomedical Journals." (The complete document is published as: International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *N Engl J Med* 1991;324:424-8.).

Type of Manuscripts

1. Mini-reviews
2. Original Studies
3. Communications in Brief
4. Literature Reviews
5. World Literature
6. Video Reviews Roundup
7. Opinions in Pediatric and Adolescent Gynecology
8. Book Reviews
9. Letters to the Editor
10. Case Reports

Submission of Manuscripts

All new manuscripts must be submitted through the *Journal of Pediatric and Adolescent Gynecology* online submission and review Web site (<http://ees.elsevier.com/jpag/>). Manuscripts must be written in English. Manuscripts not received electronically will not be reviewed. Authors are requested to submit the text, tables, and artwork in electronic form (not as a PDF) to this address. In an accompanying letter, authors should state that the manuscript, or parts of it, have not been and will not be submitted elsewhere for publication, and include potential conflicts of interest, or lack thereof, for each author. Please note that an editable file is needed for production purposes, so please upload your text files as Word (.doc) files, not as a PDF. Submission items include a cover letter (save as a separate file for upload), suggested reviewers (but not mandatory), the manuscript (including title page, abstract, manuscript text, references, and table/figure legends), tables, and figures. Revised manuscripts should also be accompanied by a unique file (separate from the covering letter) with responses to reviewers' comments. The preferred order of files is as follows: cover letter, suggested reviewers, response to reviews (revised manuscripts only), manuscript file(s), table(s), figure(s). Files should be labeled with appropriate and descriptive file names (e.g., SmithText.doc, Fig1.eps, Table3.doc). Upload text, tables, and graphics as separate files. Do not import figures or tables into the text document and do not upload your text as a PDF. Complete instructions for electronic artwork submission can be found at www.elsevier.com/artworkinstructions.

The Cover letter must include a conflict of interest statement for all authors. Please either indicate the lack of conflict (i.e. nothing to disclose) or list possible conflicts for each named author. Conflicts of Interest include financial or other relationships that could be perceived to influence the manuscript. If uncertain as to what might be considered a potential conflict of interest, authors should err on the side of full disclosure.

The Editorial Office can be contacted at: Joseph S. Sanfilippo, MD, Professor of Obstetrics, Gynecology & Reproductive Sciences, The University of Pittsburgh School of Medicine, 300 Halket Street, Pittsburgh, PA 15213-3180, USA. Phone (412) 641-1204; Fax (412) 641-1133. Email: jsanfilippo@mail.magee.edu prior to submission to discuss alternate options. The Publisher and Editors regret that they are not able to consider submissions that do not follow these procedures.

Authors may send queries concerning the submission process manuscript status or journal procedures to the Editorial Office. Once the submission files are uploaded the system automatically generates electronic (PDF) proof, which is then used for reviewing. All correspondence, including the Editor's decision and request for revisions, will be by e-mail.

Previously published tables and illustrations must be referenced correctly, and written permission from any copyright holders included with the manuscript.

Ethics

All photographs of person must be accompanied by signed releases or have all recognizable features masked. Manuscripts reporting on the results of experimental investigation on human subjects must include a statement that informed consent was obtained after the procedure was fully

explained and approval given to the study by the Human Studies Review Committee, or equivalent committee, at the principal institution. It should also be stated whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the Helsinki Declaration of 1975, as revised in 1983. Reports on experiments on animals should indicate whether the institution's or the National Research Council's guide for, or any national law on, the care and use of laboratory animals was followed.

Manuscript Format

Manuscripts must be typed double-spaced with at least 1 inch margins. The manuscript must include the following arranged in this order: Title Page, **Structured Abstract** (to include these headings: Study Objective, Design, Setting, Participants, Interventions, Main Outcome Measure(s), Results and Conclusions) and Keywords, Introduction, Materials and Methods, Results, Discussion, and References. Number pages consecutively, beginning with the Title Page.

1. **Title Page.** The title page should include author's first and middle initials and last name, academic degree, city and state in which the study was undertaken, departments and institutional affiliation at the time the study was undertaken, acknowledgment of any source of financial support, disclaimers, if any, name and address of author to whom requests for reprints and galley proofs should be addressed, and name, telephone number, FAX number, email address, and address of author responsible for correspondence concerning the manuscript, if different from above.
2. **Authorship.** Authorship credit should be based only on substantial contributions to (a) conception and design, or analysis and interpretation of data; and to (b) drafting the article or revising it critically for important intellectual content; and on (c) final approval of the version to be published.
3. **Structured Abstract and Keywords.** An abstract of no more than 250 words. The abstract should state the purpose(s) of the study or investigation, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (give specific data and their statistical significance, if possible), and the principal conclusion. Emphasize new and important aspects of the study or observations. The following heading should be used in the abstract: Study Objective; Design: Setting: Participants; Interventions, Main Outcome Measures; Results; and Conclusion.
Below the abstract, provide 3 to 10 keywords or short phrases to assist in cross-indexing the article. Use terms from the medical subject heading (MeSH) list of *Index Medicus*, if possible.
4. **Introduction.** The introduction should contain a brief background and the objective of the study and should acquaint the reader with the current state of knowledge in the area under investigation. References may be used. Do not include data or conclusions from the work being reported.
5. **Materials and Methods.** This section should contain a brief but adequate description of the experimental design, patients and/or animal models and controls and methods and procedures. Statistical evaluation with appropriate reference should be included (see below).
6. **Results.** This section should be presented in a concise, easily understood manner, which may necessitate use of figures and tables to illustrate detailed findings. Duplication of text and supporting material should be avoided.
7. **Discussion.** The discussion should focus on the specific findings of the study, its interpretation and how the new information relates to what has been published previously. Repetition of material presented in the Introduction or in Materials and Methods should be avoided. Implications of the results and the limitation of interpretation should be included. Opinions should be limited to those indicated by the results obtained. Interpretation of statistical analysis should be included in the Discussion.
8. **Illustrations.** Figures should be submitted in black and white and numbered consecutively in the order of their appearance in the manuscripts. Each figure must be accompanied by a descriptive legend. Type legends for illustrations double-spaced, starting on a

separate page, with Arabic numerals corresponding to the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify method of staining in photomicrographs.

9. **Photographs.** Any magnification must be clearly labeled in the legend. Color photographs are acceptable but must be paid for by the author. Cost to print color illustrations will be quoted by the publisher.
10. **Tables.** Type each table double-spaced on a separate sheet. Do not submit tables as photographs. Number table consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in table. For footnotes use the following designation in superscript: ^{a,b,c,d,e...}. Identify statistical measure of variation such as standard deviation and standard error of the mean. Do not use internal horizontal and vertical rules. Be sure that each table is cited in the text. If you use data from another published or unpublished source obtain permission and acknowledge fully.
11. **Statistical Analysis.** The statistical methods used in the study should be appropriately referenced. Specify any general use computer programs used. Put general descriptions of methods in the Method section. When data are summarized in the Results section specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do no duplicate data in graphs and tables: Avoid nontechnical uses of technical terms in statistics, such as "random," "normal," "significant," "correlation," and "sample." Define statistical terms, abbreviation, and most symbols.
12. **Acknowledgments.** Acknowledgments of collaboration or preparation of the manuscript may be included as a final page of the manuscript.
13. **References.** References should be numbered consecutively in the order in which they appear in the manuscript and cited by superscript with no parentheses. References are not to be listed alphabetically. All references must be cited in the text. References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration. References should be typed double-spaced, and journal names abbreviated according to the Index Medicus. Work in press should include journal title, volume, year in which it is to appear or the publisher's name and year of a book. Unpublished data, personal communications, and papers presented at annual meetings or symposia are not to be used. Types of references with proper format and punctuation are listed below.

Journal Articles

1. Jones J, Smith K, Allen P: Adolescent pelvic inflammatory disease. *Adolesc Ped Gynecol* 1986; 1:120

Journal Articles, More than Three Authors

2. Petry J, McDonald R, Spevak P, et al: endometriosis in adolescent patients. *J Adolesc Health Care* 1986; 2:109

Journal Articles, Online Ahead of Print

3. Gillespie L, Hicks, CW, Santana, M, et al: The Acceptability of Human Papillomavirus Vaccine among Parents and Guardians of Newborn to 10-year-old Children. *J Pediatr Adolesc Gynecol.* (2010). Doi:10.1016/j.jpag.2010.07.004

Textbook

4. Golden D: *Clinical Diagnosis in Pediatric Gynecology*, New York, Springer-Verlag, 1985, pp 1-22

Chapter in Book

5. Scott R: Neuroendocrinological development in pubertal females. In: *Pediatric Adolescent Gynecology*, (2nd ed.). Edited by J Alexander. Philadelphia, W.B. Saunders, 1988, pp 108-142

Edited Book

6. Gold A (ed): *Molecular Biology as Applied to Adolescent Gynecology*. Chicago, Yearbook Publishers, 1984, pp 57-89

No Author Given

7. Contraceptive use by teenagers (editorial). *B Med J* 1981; 283:628

Issue with No Volume

8. Adams D: Chlamydia and pelvic inflammatory disease. *Obstet Gynecol* 1989;(3):353

Newspaper Article

9. Barry D: Infertility on increase. *The Washington Post* 1980 Aug 7; Sec. A: 2(col. 5)

Audiovisual

10. Laparoscopic laser treatment of endometriosis (videorecording). Louisville (KY): University of Louisville School of Medicine, 1991.

Units of Measurement

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram or liter) or their decimal multiples. Temperatures should be given in degrees Celsius and blood pressures in millimeters of mercury. All hematological and clinical chemistry measurements should be reported in the metric systems in terms of the International System of Units (SI).

Abbreviations and Symbols

Use only standard abbreviations as listed in the American Medical Association's Stylebook on Medical Writing. Avoid abbreviation in the title and abstract. The full term for which an abbreviation or acronym stands should precede its first use in the text unless it is a standard unit of measurement.

Case Reports or Communications in Brief

A case report is a brief description of a specific finding and management that is unusual and instructive and not previously reported.

Text is limited to 1500 words, up to 8 references and up to 3 tables and/or figures. The case report should have a clear purpose and teaching point; simply because it is the first case reported does not usually justify publication.

1. **Abstract:** Case reports should have a structured abstract of no more than 125 words, organized as follows:
 - **Background:** importance of the subject matter and specific purpose of the report
 - **Case:** Pertinent information regarding clinical findings, laboratory results, treatment and outcome
 - **Summary and Conclusion:** Findings and relevant clinical application of information.
2. **Headings:** Case report articles have three basic components.
 - **Introduction:** Brief background about why the case is important
 - **Case:** Should be narrative and include the essential findings and patient management
 - **Summary and Conclusion:** May include a brief review of the literature but should focus primarily on the clinical implications of the case(s) presented.

Original Studies

Text for Original Studies is limited to 3500 words.

Mini-Review

Mini-Reviews address a specific topic and represent literature review and author opinions and recommendations. Mini-Review authors are invited by the editorial board to submit a manuscript for peer-review. Text is not to exceed 5000 words and a maximum of 10 tables (see Manuscript Format).

Letters to the Editor

Letters not exceeding 500 words and containing pertinent observations on articles previously published in the journal or on research in general will be considered. Letters should provide constructive criticism and information that is of interest to the reader. When a specific article published in the journal is the topic of the letter, the senior author of the article will be asked to respond. The Editorial Board reserves the right to shorten letters when necessary to comply with journal style. All letters to the editor should be addressed to Mary Turner, Managing Editor, Magee-Womens Hospital, 300 Halket Street, Room 2309, Pittsburgh, PA 15213, Tel: 412-641-1204, Fax: 412-641-1133, E-mail: mturner@upmc.edu

Video Clips

Authors are encouraged to submit videos to the *Journal of Pediatric and Adolescent Gynecology* that support their article. Videos should be uploaded to <http://ees.elsevier.com/jpag/> in a manuscript submission as a supplementary file. This can be done in the same way as uploading a figure or table and other submission items in manuscript. The publisher will not edit any video submissions, but the editors or reviewers may suggest changes. All patient identifying information must be removed or masked. Detailed instructions on preparing videos for submission may be found at www.elsevier.com/artworkinstructions under "multimedia instructions."

Checklist

- Cover letter including all information deemed necessary for the editor's review.
- Original manuscript arranged as follows: Title page, structured abstract, introduction, materials and methods, results and discussion, references listed consecutively, tables, illustrations and legends.
- Each reference cited in the text by superscript figures and numbered consecutively in the order in which they appear in the text.
- Corresponding author identified, including address and phone numbers.