



# Philippine Society of Reproductive Medicine Inc

POGS Building, Malakas St., Diliman, Quezon City

## **FORMAT FOR RESEARCH PAPER**

**(Adopted from the guidelines of the Int J Obstet Gynecol instructions to authors:**

### 1. LAYOUT OF MANUSCRIPTS

1.1 The manuscript should be written in English layout:

1. LETTER size page 8.5 inch x 11 inch
2. double spaced
3. margins of 1.5 inches on both sides
4. Word format earliest version word 97 or pdf file.

1.2 The manuscript components should be in this sequence:

- a) title page
  - a. Title
  - b. Author/s
  - c. Hospital/School/Institution (per author)
  - d. Corresponding author and email address
- b) Abstract (not more than 150 words) and key words
- c) Introduction; Materials and Methods
- d) Results
- e) Discussion
- f) Conclusion
- g) Recommendation
- h) Acknowledgement; References
- i) Tables
- j) Illustrations (with legend) and pictures (colored or glossy black and white)

1.3 Power calculations, statistics, and reporting of numbers

#### 1.3.1. Power calculations

Where appropriate (e.g. for clinical trials), 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.

#### 1.3.2. Statistics

The statistical tests used and the significance level set should be listed in the methods for all studies that employed statistical analysis. Information regarding the statistical software programs used should be included in the methods: for example, "SPSS version 20 (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.

#### 1.3.3. Reporting of numbers

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

All clinical trials should include the results of intention-to-treat analysis, and all surveys should include response rates.

### 1.4. Ethics approval and informed consent

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

#### 1.4.1. 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.

#### 1.4.2. 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.

### 1.5. Author contributions

Each author's individual contributions should be listed in support of their right to authorship. Their role in the design, planning, conduct, data analysis, and manuscript writing should be stated.

#### **Authorship**

All authors must have made an individual contribution to the writing of the article and not just been involved with the patient's care. Individuals just involved in the patient's care (including diagnosis and management) should be listed in the acknowledgements.

The uniform requirements for manuscripts submitted to medical journals state that authorship credit should be based only on a substantial contribution to the following:

- Conception and design, acquisition of data or analysis and interpretation of data
- Drafting the article or revising it critically for important intellectual content.

- Final approval of the version submitted/published
- Agreement to be accountable for the article and to ensure that all questions regarding the accuracy or integrity of the article are investigated and resolved

#### 1.6. Acknowledgments

Sources of funding should be acknowledged by the author(s), along with the names of individuals who do not fulfil the criteria for authorship, but who have made a substantial contribution to the manuscript. Please note that only **named individuals** can be included. The corresponding author must verify that permission has been obtained from individuals named in the Acknowledgments; such permission does not need to be submitted to the journal but should be available if requested.

#### 1.7. Conflict of interest

A conflict-of-interest statement must be included in the cover letter and 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 and its review, or state that no such relationships exist. Commercial associations, either directly or through immediate family, in areas such as expert testimony, consulting, honoraria, stock holdings, equity interest, ownership, patent-licensing situations or employment that might pose a conflict of interest should be stated. Conflicts for other reasons, such as personal relationships and academic competition, should also be stated.

#### 1.8. References

The number of references should not exceed **25 for clinical articles, 40 for review articles, and 4 for brief communications**; in general, they should be limited to the PAST DECADE. They must be numbered and listed as they are cited in the article, using the International Committee of Medical Journal Editors (ICMJE) also known as the VANCOUVER STYLE of REFERENCE

For example:

Sathe NA, Grady JL, Giuse NB. Print versus electronic journals: a preliminary investigation into the effect of journal format on research processes. *Journal of the Medical Library Association*. 2002 Apr;90(2):235.

Samples of citations:

- [1] Vellacott ID, Cooke EJ, James CE. Nausea and vomiting in early pregnancy. *Int J Gynecol Obstet* 1988;27:57–59. **[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; 1984:214–219. **[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.

Text references should be indicated by **Arabic numerals in square brackets on the line (not superscript)**: for example, [1–4] and [1,5,11,17]. To avoid any delays in the editing process, authors must make every effort to ensure that each reference is correct and complete. Incomplete references will be returned to the corresponding author for completion before the manuscript is edited.

All references must be in English. Citation information of those originally in other languages must be translated into English 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.

## 1.9. 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).

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 <sup>a,b,c</sup> etc., rather than <sup>\*,†,‡</sup> etc.

If tables are deemed to be too large or there are too many, they may be submitted as supplementary material.

## 1.10. Figures and photographs

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, colored or black and white). CONSORT flow charts should be created and submitted as editable

Word/PowerPoint files. 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%.

#### 1.10.1. 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.

#### 1.10.2. Figure permission

All authors wishing to use figures (or any material) that have already been 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. Confirmation should be included in the cover letter (the actual permission correspondence from the copyright holder does not need to be submitted).

#### 1.10.3. 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.

### 1.11 EDITORIAL STYLE

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

#### 1.11.1 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, followed by conventional units in brackets on first mention. Provide percentages after numerals throughout.

#### 1.11.2 Drugs

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

### 1.11.3 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.

### 1.12. 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." Self-plagiarism, a form of misconduct in which an author reuses his/her previously written text, data, or ideas, wholly or in part, without indicating previous dissemination, will also be considered plagiarism. 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, authors will be notified and paper will be disqualified for future publication.**