

Instructions to Authors

Acta Anaesthesiologica Taiwanica (AAT) is the official, peer-reviewed publication of the Taiwan Society of Anesthesiologists, and is indexed in MEDLINE, EMBASE and SCOPUS. Articles on anesthesiology or medical science related to anesthesia are eligible for consideration.

The Editorial Board requires authors to be in compliance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (URMs); current URMs are available at <http://www.icmje.org>

Manuscript Submission

- (1) Manuscripts may be submitted electronically at <http://www.anesth.org.tw>
OR
- (2) Manuscripts may be saved onto a CDR and posted, together with 4 hard copies of your manuscript (that match the disk file exactly), to the Editorial Office:

Editorial Committee
Acta Anaesthesiologica Taiwanica
c/o Department of Anesthesiology
Tri-Service General Hospital
No. 325, Section 2, Chenggong Road
Nei-Hu 114, Taipei, Taiwan

Please note that manuscripts should be submitted using only one of the above methods, NOT both.

Important Information

- Articles submitted by e-mail or on disk should be in Microsoft Word document format and prepared in the simplest form possible. We will add in the correct font, font size, margins and so on according to the journal's style.
- You may use automatic page numbering, but avoid other kinds of automatic formatting such as footnotes, endnotes, headers and footers.
- Please put text, references, tables, figures, and legends in one file, with each table and figure on a new page.
- Figures that are line drawings or photographs must also be submitted separately as high resolution picture files, in *.EPS or *.TIFF format. Please ensure that files are supplied at the correct resolution of a minimum of 300 dpi.
 - If you are unable to submit such figures by e-mail, please post 4 sets of the original figures to the Editorial Office at the above address. They will not be returned.
- The cost of color illustrations will be charged to the author.

Which ever method of submission you choose, please ensure that the following documents are also included:

- (1) A cover letter should accompany all manuscript submissions and include your name, address, telephone and fax numbers, and e-mail address, and state that all authors have contributed to the paper and have never submitted the manuscript, in whole or in part,

to other medical journals. (You may use the letter that follows these author instructions. Please ensure that it is clearly and entirely completed, with the signatures of all authors listed.)

- (2) A conflict of interest disclosure statement (see relevant section below).
- (3) Articles covering the use of human samples in research and human experiments must be accompanied by a letter of approval from the relevant review committee (see relevant section below).
- (4) Articles covering the use of animals in experiments must be accompanied by a letter of approval from the relevant authorities.
- (5) Articles where human subjects can be identified in descriptions, photographs or pedigrees must be accompanied by a signed statement of informed consent to publish (in print and online) the descriptions, photographs and pedigrees from each subject who can be identified (see relevant section below).
- (6) Where material has been reproduced from other copyrighted sources, the letter(s) of permission from the copyright holder(s) to use the copyrighted sources must be supplied.

Disclosure of Conflicts of Interest

All authors are required to sign and submit the following financial disclosure statement at the time of manuscript submission:

I certify that all my affiliations with or financial involvement in, within the past 5 years and foreseeable future, any organization or entity with a financial interest in or financial conflict with the subject matter or materials discussed in the manuscript are completely disclosed (e.g. employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, royalties).

Authors who have no relevant financial interests should provide a statement indicating that they have no financial interests related to the material in the manuscript.

Ethical Approval of Studies

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. *Declaration of Helsinki: ethical principles for medical research involving human subjects*. Available at: <http://www.wma.net/en/30publications/10policies/b3/17c.pdf>).

Identification of Patients in Descriptions, Photographs and Pedigrees

A signed statement of informed consent to publish (in print and online) patient descriptions, photographs and

pedigrees should be obtained from all subjects (parents or legal guardians for minors) who can be identified (including by the subjects themselves) in such written descriptions, photographs or pedigrees. Such persons should be shown the manuscript before its submission. Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

Previous Publication or Duplicate Submission

Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration in totality or in part by another publication or electronic medium.

Basic Criteria

Articles should be written in English (using American English spelling) and meet the following basic criteria: the material is original, the information is important, the writing is clear (clinical or laboratory jargon is to be avoided), the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

Articles written in Chinese, if accepted, would require an English abstract and key words and be published in a special issue as a supplement to the December issue.

Categories of Articles

Review Articles

These should aim to provide the reader with a balanced overview of an important and topical subject in the field, and should be systematic and critical assessments of literature and data sources. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated. The text should not exceed 5000 words.

Original Articles

These may be randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case-control studies, and surveys with high response rates, that represent new and significant contributions to the field.

Each manuscript should state the objective/hypothesis, design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, or data sources and how these were selected for the study), the essential features of any interventions, the main outcome measures, the main results, discussion placing the results in context with the published literature, and conclusions. Section headings should be: Abstract, Introduction, Methods, Results, Discussion, Acknowledgments (if applicable), References. The text should not exceed 3500 words.

Case Reports

These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel anesthetic techniques, novel use of equipment, or new information on diseases of importance to anesthesiology, and are suitable for documenting unusual cases of toxicity. They should NOT describe the efficacy of a drug or a treatment, which should be demonstrated by an adequately powered and well-controlled clinical trial. The only exception is efficacy in a population or clinical scenario that is so uncommon that a clinical trial cannot be performed. Section headings should be: Abstract, Introduction, Case Report, Discussion, Acknowledgments (if applicable), References. The text should not exceed 2000 words. Interesting but not truly exceptional cases should be submitted as Letters to the Editor.

Technical Communications

These should clearly and concisely describe instrumentation and analytic techniques. The text should not exceed 1500 words.

Letters to the Editor

These include brief constructive comments concerning previously published articles, interesting cases that do not meet the requirement of being truly exceptional, and other communications of general interest. Letters should have a title and include appropriate references, and include the author's mailing and e-mail addresses. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review, at the discretion of the Editors. The text should not exceed 500 words.

Manuscript Preparation

Text should be typed double-spaced on one side of A4 (297×210 mm) white paper, with outer margins of 3 cm. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

Title Page

The title page should contain the following information:

- category of paper
- manuscript title
- the names (spelled out in full) of all the authors, their highest academic degree conferred, and the institutions with which they are affiliated*
- the name of the institution where the work was carried out
- corresponding author details (e-mail address, mailing address, telephone and fax numbers)
- short running title not exceeding 50 characters
- declaration of any source of financial support

**The name of each author should be written clearly and correctly with the family name last, e.g. Kin-Kin Ko. Authorship is restricted only to direct participants and the number of authors should not exceed seven.*

Abstracts

The page following the title page should contain a concise English abstract of no more than 500 words and up

to 5 relevant key words (MeSH index terms) in alphabetical order. Abstracts should be structured, with the section headings:

- Objectives: describe the rationale for the study and the hypothesis being tested
- Methods: briefly introduce the methods used to perform the study, define the study subjects/experimental animals, study groups, controls, data collected, primary endpoints, and analytic and statistical methods
- Results: state the number of subjects studied, the key significant findings, and statistical significance
- Conclusion: concisely state whether or not the hypothesis was proven, and the scientific and clinical conclusions drawn from the study

Main Text

The text should include introduction, methods, results and discussion sections if an original article, or introduction, case report, discussion if a case report.

Ethical Approval

For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the methods section. Investigators who do not have formal ethics review committees should state whether the principles outlined in the Declaration of Helsinki were followed.

Informed Consent

For investigations of human subjects, state explicitly in the methods section that informed consent was obtained from all participating adult subjects and from parents or legal guardians for minors or incapacitated adults, together with the manner in which informed consent was obtained (i.e. oral or written).

Identification of Patients in Descriptions,

Photographs and Pedigrees

Omitting data or making data less specific to de-identify patients is acceptable, but changing any such data is not acceptable.

Statistical Requirements

Statistical analysis is essential for all research papers except case reports. Use correct nomenclature of statistical methods (e.g. two sample *t* test, not unpaired *t* test). All *p* values should be presented to the third decimal place for accuracy, unless they are less than 0.001. Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail.

Acknowledgments

All financial and material support for the research and work should be clearly and completely identified in an Acknowledgments section. Ensure that any conflicts of interest are explicitly declared.

Units

Système International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Please use the metric system for the

expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

Drug Names

Use the Recommended International Non-proprietary Name for medicinal substances, unless the specific trade name of a drug is directly relevant to the discussion.

Abbreviations

Where a term/definition will be continually referred to, it must be written in full, followed by the subsequent abbreviation in brackets, when it first appears in the text. Thereafter, the abbreviation may be used. Abbreviations are strictly limited to eight in total.

References

- References should be limited to those cited in the text.
- Identify references in text, tables and legends by numbers in superscript.
- References must be numbered consecutively in order of appearance in the text, and listed in number order in the reference list: do not alphabetize.
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the text.
- References should include the last names and initials of all the authors up to 6. When authors number 7 or more, abbreviate the 7th and subsequent authors as "et al".
- Abbreviations for journals should conform to those used in MEDLINE.
- Abstracts should not be cited unless the abstract is the only available reference to an important concept.
- Do not cite uncompleted work or work that has not yet been accepted for publication as references.
- Always give the last page number as well. If there is only 1 page, state if the article is an abstract or letter.
- If citing a website, please provide the author information, article title, the website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.

Authors are responsible for the accuracy and completeness of their references and for correct text citation.

Examples are given below.

Journal articles:

1. Chen PL, Day YJ, Su BC, Lee PC, Chen CY. Delayed onset of sevoflurane-induced juvenile malignant hyperthermia after second exposure. *Acta Anaesthesiol Taiwan* 2007;**45**: 189–93.
2. Rabinowitz A, Bourdet B, Minville V, Chassery C, Pianezza A, Colombani A, et al. The paramedian technique: a superior initial approach to continuous spinal anesthesia in the elderly. *Anesth Analg* 2007;**105**:1855–7.
3. Hofele C, Schwager-Schmitt M, Volkmann M. Prognostic value of antibodies against p53 in patients with oral squamous cell carcinoma—five years survival rate. *Laryngorhinotologie* 2002;**81**:342–5. [In German]

Books:

1. Fleisher L. *Anesthesia and uncommon diseases*. 5th ed. Philadelphia: Saunders; 2005.

2. Jones CJ, Smith TH. *Kidney disease*. Boston: Little Brown & Company; 1973, p. 50–3.
3. Greaves M, Culligan DJ. Blood and bone marrow. In: Underwood JCE, ed. *General and systematic pathology*. 4th ed. London: Churchill Livingstone; 2004, p. 615–72.

Tables

Tables should supplement, not duplicate, the text. They should be labeled in Arabic numerals and titled concisely. Number all tables in the order of their citation in the text. Tables should be typed double-spaced in as simple a form as possible. Information requiring explanatory footnotes should be denoted using superscripted lowercase letters: a, b, c, etc. Abbreviations must be spelled out in full in the footnotes. If you include a block of data, table or figure from another source, whether published or unpublished, you must acknowledge the original source.

Figures

The number of figures should be restricted to the minimum necessary to support the textual material. The figures should be in the form of unmounted, unretouched glossy prints (no larger than 5×7 inches in size), and marked on the back with the figure number, an arrow to indicate the top of the figure, and the principal author's name, using a soft lead pencil or stick-on labels. Patient identification should be obscured. Do not mark directly on the prints. Indicators/arrows and labels may be marked on a photocopy of the original print to indicate subtle but salient points. Include internal scale markers in photomicrographs and electron micrographs.

All figures must be labeled in Arabic numerals in order of their citation in the text and accompanied by legends, and indicate the anatomic area and/or pathologic condition shown. For photomicrographs, include the type of specimen, original magnification, and stain. All symbols and abbreviations not defined in the text should be defined in the legend.

Do not staple, clip or write heavily on the back. Protection against damage must be made during mailing. The cost of color illustrations will be charged to the author.

The Editorial and Peer Review Process

As a general rule, the receipt of a manuscript will be acknowledged within 2 weeks of submission. If such an acknowledgment is not received in a reasonable period of time, the author should contact the Editorial Office.

Manuscripts are reviewed by the Editorial Office to ensure that the submission contains all parts. The Editorial Office will not accept a submission if the author has not supplied all parts of the manuscript as outlined in this document.

Manuscripts are then forwarded to the Editor-in-Chief, who makes an initial assessment of the manuscript. If the

manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript will be rejected. Rejected manuscripts will not be returned to authors unless requested.

Manuscripts that appear meritorious and appropriate for the Journal are reviewed by at least two Editorial Board members or consultants assigned by the Editor-in-Chief. Authors will usually be notified within 10 weeks of whether the submitted article is accepted for publication, rejected, or subject to revision before acceptance. However, do note that delays are sometimes unavoidable.

Preparation for Publication

Once a manuscript has been accepted for publication, the authors should submit the final version of their manuscript (in MS Word format) by e-mail to: aatjtw@gmail.com (OR, the manuscript may be saved on a CDR and posted, together with 1 paper copy of the manuscript that matches the disk file exactly, to the Editorial Office.)

Accepted manuscripts are copyedited according to the journal's style and the galley proofs in the form of a PDF file are emailed by the Publisher to the corresponding author for final approval. Authors are responsible for all statements made in their work, including changes made by the copy editor.

Accepted articles are published in sequence according to the date of acceptance. If an author would like to have his/her article published ahead of its schedule, then a fee is payable for such an arrangement.

Authors who require a publication for promotion or merits are encouraged to submit their manuscripts before September each year for early processing.

Reprints

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Letter for Submission and Publication

To: Shung-Tai Ho, MD, MS
Editor-in-Chief
Acta Anaesthesiologica Taiwanica
Taipei, Taiwan

Date: _____

Enclosed please find 4 identical copies of the manuscript entitled: _____

中文題目: _____

by: (1) _____, (2) _____, (3) _____, (4) _____,
(5) _____, (6) _____, (7) _____.

作者中文姓名: (1) _____, (2) _____, (3) _____,
(4) _____, (5) _____, (6) _____, (7) _____.

that is submitted for consideration to be published in *Acta Anaesthesiologica Taiwanica* as

- Review Article Original Article Case Report
 Technical Communication Letter to the Editor

We declare that all individuals named as authors qualify for authorship in that each has: made substantial contributions to conception and design or data acquisition or data analysis and interpretation; drafted the article or revised it critically for important intellectual content; and approved the final version to be published, and as such, all persons listed as authors have participated sufficiently in the work to take public responsibility for the content of the manuscript.

In addition, we state that the manuscript has not been submitted for publication, in whole or in part, elsewhere, and constitutes original work.

Also, in consideration of *Acta Anaesthesiologica Taiwanica* taking action to review and process the manuscript, all the authors undersigned hereby transfer all copyright ownership to the *Taiwan Society of Anesthesiologists* in the event that the work is published in *Acta Anaesthesiologica Taiwanica*.

Respectfully submitted,

(1) _____, (2) _____, (3) _____, (4) _____,
(5) _____, (6) _____, (7) _____.

*Please direct all future correspondence to the corresponding author:

Name: _____ Address: _____

Tel: _____ Fax: _____ E-mail: _____