JOURNAL OF THE FORMOSAN MEDICAL ASSOCIATION

AUTHOR INFORMATION PACK

TABLE OF CONTENTS

- Description p.1
- Impact Factor p.1
- Abstracting and Indexing p.1
- Editorial Board p.2
- Guide for Authors p.3

DESCRIPTION

Journal of the Formosan Medical Association (JFMA), published continuously since 1902, is an open access international general medical journal of the Formosan Medical Association based in Taipei, Taiwan. It is indexed in Current Contents/ Clinical Medicine, Medline, ciSearch, CAB Abstracts, EMBASE, SIIC Data Bases, Research Alert, BIOSIS, Biological Abstracts, Scopus and ScienceDirect.

As a general medical journal, research related to clinical practice and research in all fields of medicine and related disciplines are considered for publication. Article types considered include perspectives, reviews, original papers, case reports, brief communications, correspondence and letters to the editor.

Benefits to authors
We also provide many author benefits, such as free PDFs, a liberal copyright policy, special discounts on Elsevier publications and much more. Please click here for more information on our author services.

IMPACT Factor

2017: 2.452 © Clarivate Analytics Journal Citation Reports 2018

ABSTRACTING AND INDEXING

Science Citation Index
Current Contents/Clinical Medicine
SciSearch
CAB Abstracts
Research Alert
EMBASE
MEDLINE®
BIOSIS
Sociedad Iberoamericana de Informacion Cientifica (SIIC) Data Bases
Scopus
ScienceDirect
Index Medicus
Global Health
Directory of Open Access Journals (DOAJ)
EDITORIAL BOARD

Editor-in-Chief
Jia-Horng Kao, National Taiwan University Hospital (NTUH), Taipei

Associate Editor
Jin-Shing Chen, National Taiwan University, Taipei, Taiwan

Regional Editor (North America)
T.C. Wu, Johns Hopkins University School of Medicine, Baltimore, USA

Executive Editors
Shee-Uan Chen, National Taiwan University Hospital (NTUH), Taipei, Taiwan
Wei-Ming Chen, National Yang-Ming University, Taiwan
Chun-Pin Chiang, National Taiwan University, Taipei, Taiwan
Susan Shur-Fen Gau, National Taiwan University Hospital (NTUH), Taipei, Taiwan
Tur-Fu Huang, National Taiwan University, Taipei, Taiwan
Shuei-Liong Lin, National Taiwan University Hospital (NTUH), Taipei, Taiwan
Chun-Jen Liu, National Taiwan University Hospital (NTUH), Taipei, Taiwan
Lun-Jou Lo, Chang Gung Memorial Hospital, Taiwan
Wei-Zen Sun, National Taiwan University, Taipei, Taiwan
Po-Nien Tsao, National Taiwan University, Taipei, Taiwan

Editors
Chi-Tai Fang, National Taiwan University, Taipei, Taiwan
Jenq-Yuh Ko, National Taiwan University, Taipei, Taiwan
Yeur-Hur Lai, National Taiwan University, Taipei, Taiwan
Yen-Hsuan Ni, National Taiwan University Hospital (NTUH), Taipei, Taiwan
Tiffany Ting-Fang Shih, National Taiwan University, Taipei, Taiwan

International Editorial Board
Ben Berkhout, Laboratory of Experimental Virology, Academic Medical Center of the University of Amsterdam, Amsterdam, Netherlands
Carrie L. Byington, Dept. of Pediatrics, The University of Utah, Salt Lake City, USA
Lung-Ji Chang, Dept. of Mol. Genetics & Microbiology, University of Florida, Gainesville, USA
Lance Jennings, Dept. of Pathology, University of Otago, Christchurch, New Zealand
Dong-Yan Jin, Dept. of Biochemistry, The University of Hong Kong, Hong Kong, China
Yu-Lung Lau, Dept. of Paediatrics and Adolescent Medicine, The University of Hong Kong, Hong Kong, China
Paul J. Lehner, Cambridge Inst. for Medical Research, University of Cambridge, Cambridge, UK
Andrew Lever, Dept. of Medicine, University of Cambridge, Cambridge, UK
Malik Peiris, Dept. of Microbiology, The University of Hong Kong, Hong Kong
O. John Semmes, Dept. of Pathology, Eastern Virginia Medical School, Arlington, USA
Jeong Kee Seo, Dept. of Pediatrics, Seoul National University College of Medicine, Seoul, The Republic of Korea
Ie-Ming Shih, Dept. of Pathology, Johns Hopkins University School of Medicine, Baltimore, USA
Jae-Hoon Song, Samsung Medical Center, Dept of Internal Medicine, Sungkyunkwan University School of Medicine, Seoul, The Republic of Korea
Lia van der Hoek, Dept. of Human Retrovirology, Universiteit van Amsterdam, Academisch Medisch Centrum (AMC), Amsterdam, Netherlands
George Y. Wu, Division of Gastroenterology-Hepatology, University of Connecticut Health Center
Kwok-Yung Yuen, Dept. of Microbiology, The University of Hong Kong, Pokfulam, Hong Kong
Qi-Rong Zhu, Children's Hospital of Fudan University, China

Editorial Staff
Joyce Huang, Managing Editor, Formosan Medical Association, 1, Chang-Te Street, Taiwan, Fax: (+886) (0)2 2389-6716
GUIDE FOR AUTHORS

INTRODUCTION

Journal of the Formosan Medical Association (JFMA), published continuously since 1902, is an open access international general medical journal of the Formosan Medical Association based in Taipei, Taiwan. It is indexed in Current Contents/ Clinical Medicine, Medline, cleveland, CAB Abstracts, Embase, SIIC Data Bases, Research Alert, BIOSIS, Biological Abstracts, Scopus and ScienceDirect.

As a general medical journal, research related to clinical practice and research in all fields of medicine and related disciplines are considered for publication. Article types considered include perspectives, reviews, original papers, case reports, brief communications, correspondence and letters to the editor. The Editorial Board requires authors to be in compliance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMs), which are compiled by the International Committee of Medical Journal Editors (ICMJE); current URMs are available at http://www.icmje.org.

Types of article

The categories of articles that are published in the Journal are listed and described below. Please select the category that best describes your paper. If your paper does not fall into any of these categories, please contact the Editorial Office.

Perspectives
These are comments on recent news or groundbreaking work and should provide a short review of the current state of research and explain the importance of the new findings. Perspectives on papers previously published in the JFMA should add a different viewpoint to the research and should not merely be a repetitive summary of the original paper. Although many of the Perspectives published in the Journal are normally invited, unsolicited Perspectives are welcome and will be given due consideration.

Format guide Author: 3 or less Word limit: 800 words References: 8 or less Tables/Figures: 1 maximum

Review Articles
These should aim to provide the reader with a balanced overview of an important and topical issue in research or clinical practice. 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.

Format guide Word limit: 3500 words Abstract : unstructured, up to 250 words References: 100 or less Tables/Figures: 6 maximum

Invited Articles
The format for invited articles is jointly decided by JFMA Editors and the contributing author.

Original Articles
These articles typically include 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, which represent new and significant contributions to the field.

Section headings should be: Abstract, Introduction, Methods, Results, Discussion, Acknowledgments (if any), and References.

The Introduction should provide a brief background to the subject of the paper, explain the importance of the study, and state a precise study question or purpose.

The Methods section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, patient samples or animal specimens used, the essential features of any interventions, the main outcome measures, the laboratory methods followed, or data sources and how these were selected for the study), and state the statistical procedures employed in the research.
The Results section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of the main outcome measures, and the main results.

The Discussion section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results.

Format guide Word limit: 3500 words Abstract : structured, up to 250 words References: 40 or less Tables/Figures: 6 maximum

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 techniques or use of equipment, or new information on diseases of importance. Section headings should be: Abstract, Introduction, Case Report, Discussion, Acknowledgments (if any), and References.

The Introduction should describe the purpose of the present report, the significance of the disease and its specificity, and briefly review the relevant literature.

The Case Report should include statements of the problem, patient history, diagnosis, treatment, outcome and any other information pertinent to the case(s).

The Discussion should compare, analyze and discuss the similarities and differences between the reported case and similar cases reported in other published articles. The importance or specificity of the case should be restated when discussing the differential diagnoses. Suggest the prognosis of the disease and possibility of prevention.

Note that the rejection rate for case reports is much higher than for other article categories due to the current situation of a large number of case reports being submitted. JFMA Editors may request short case reports to be formatted as correspondence under most circumstances.

Format guide Word limit: 2000 words Abstract : unstructured, up to 250 words References: 25 or less Tables/Figures: 3 maximum

Brief Communications
These reports should be concise presentations of preliminary experimental results, instrumentation and analytical techniques, or aspects of clinical or experimental practice that are not fully investigated, verified or perfected but which may be of widespread interest or application. The Editors reserve the right to decide what constitutes a Brief Communication.

Format guide Word limit: 1500 words Abstract: unstructured, up to 150 words References: 20 or less Tables/Figures: 2 maximum No subheadings

Correspondence
These include short case reports, technical or clinical notes and short comments on previously published articles. The Editors reserve the right to decide what constitutes a Correspondence.

Format guide Author: 4 or less Word limit: 500 words References: 5 or less Tables/Figures: 1 maximum

Letters to the Editor
Brief letters of constructive comments in response to previously published JFMA articles are welcome. Letters should have a title. Ensure that the corresponding author's mailing and e-mail addresses are included. Letters are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review at the discretion of JFMA Editors. Letters are selected based on clarity, significance, and space.

Format guide Author: 4 or less Word limit: 400 words References: 4 or less Tables/Figures: 1 maximum
Manuscripts (meaning all submission items, including all text, tables, artwork, cover letter, conflicts of interest disclosures, and any other required documents/material) must be submitted online to the JFMA through Elsevier's Editorial System EVISE. This system can be accessed at https://www.evise.com/profile/api/navigate/JFMA. This site will guide authors stepwise through the submission process. If assistance is required, please refer to the tutorials and/or customer support that are available on the EES website; you may also contact the Editorial Office. Please do not post, fax or e-mail your manuscripts to the Editorial Office.

Editorial Office
Journal of the Formosan Medical Association
Formosan Medical Association
No.1, Chang-Te Street
Taipei 100, Taiwan
Tel: (+886) (0)2 2381-0367
Fax: (+886) (0)2 2389-6716
E-mail: jfmaed@fma.org.tw

Important Information
Articles 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 do NOT use other kinds of automatic formatting such as footnotes, headers and footers. The corresponding author is required to provide the email address of all co-authors. Notifications of the following status, "Send Back to Author", "Manuscript number notification" & "Decision letters", will automatically be communicated to all authors. Put text, references, table headings and tables, and figure legends in one file. Figures must be submitted as separate picture files, at the correct resolution and named according to the figure number, e.g., "Fig1.tif", "Fig2.jpg". Please see section Figures for more information.

Ethics in publishing
Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

Ethical Approval of Studies and Informed Consent
For human or animal experimental investigations, appropriate institutional review board or ethics committee approval is required, and such approval, including the official approval code, 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).

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

For work involving animals, the guidelines for their care and use that were followed should be stated in the methods section of the manuscript. For those investigators who do not have formal institutional guidelines relating to animal experiments, the European Commission Directive 86/609/EEC for animal experiments (available at http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm) should be followed and the same should be stated in the methods section of the manuscript.

Studies in humans and animals
If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.
All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

**Declaration of interest**

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. More information.

A conflict of interest occurs when an individual's objectivity is potentially compromised by a desire for financial gain, prominence, professional advancement or a successful outcome. JFMA Editors strive to ensure that what is published in the Journal is as balanced, objective and evidence-based as possible. Since it is difficult to distinguish between an actual conflict of interest and a perceived conflict of interest, the Journal requires authors to disclose all and any potential conflicts of interest.

Conflicts of interest may be financial or non-financial. Financial conflicts include financial relationships such as honoraria; educational grants; participation in speakers' bureaus; membership, employment, consultancies, stock ownership, or other equity interest; expert testimony or patent-licensing arrangements. Non-financial conflicts include personal or professional relationships, affiliations, academic competition, intellectual passion, knowledge or beliefs that might affect objectivity.

Please ensure that the name of each author listed in your manuscript appears in either Section I or Section II of the JFMA Conflicts of Interest Statement form (an author's name cannot appear in both Section I and Section II of the form).

**Submission declaration and verification**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract, a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

**Use of inclusive language**

Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equal opportunities. Articles should make no assumptions about the beliefs or commitments of any reader, should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic, and should use inclusive language throughout. Authors should ensure that writing is free from bias, for instance by using 'he or she', 'his/her' instead of 'he' or 'his', and by making use of job titles that are free of stereotyping (e.g. 'chairperson' instead of 'chairman' and 'flight attendant' instead of 'stewardess').

**Authorship**

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.
Changes to Authorship
This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts. Before the accepted manuscript is published online, requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (i) the reason the name should be added or removed, or the author names rearranged; and (ii) an updated Authorship & Conflicts of Interest Statement with signatures from all authors that they agree with the addition, removal, or rearrangement. In the case of addition or removal of author names, this must include confirmation from the author(s) being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, whom must follow the procedures as described above.

Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) online publication of the accepted manuscript is suspended until authorship has been agreed.

After the accepted manuscript is published online, any requests to add, remove, or rearrange author names in an article will follow the same policies as detailed above and result in a corrigendum.

Reporting Clinical Trials
The JFMA has adopted the ICMJE proposal from the International Committee of Medical Journal Editors (ICMJE) that require, as a condition of consideration for publication of clinical trials, registration in a public trials registry. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) do not require registration. Further information can be found at http://www.icmje.org.

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 persons (parents or legal guardians for minors) who can be identified (including by the patients 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. State explicitly in the methods section of the manuscript that informed consent was obtained from all participating adult subjects or 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).

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 and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

For manuscripts that are judged by JFMA Editors to be written in poor English but otherwise worthy of consideration for publication, authors are required to pay for the English polishing of their manuscript. Otherwise, the Editorial Office reserves the right to reject the manuscript.

Item presented at a meeting and published

Theses
Website


Company/manufacturer publication/pamphlet


Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

Copyright

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (see more information on this). An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a 'Journal Publishing Agreement' form or a link to the online version of this agreement.

Author rights

As an author you (or your employer or institution) have certain rights to reuse your work. More information.

The *JFMA* is the official peer-reviewed publication of the Formosan Medical Association. Manuscripts published in the *JFMA* become the permanent property of the Formosan Medical Association and Elsevier. This is a subsidized open access journal where Formosan Medical Association pays for the publishing costs incurred by the journal. Authors will only be charged for the excess of pages and the color pages, if required, in the print edition according to the section Publication Charges and Reprints.

Elsevier supports responsible sharing

Find out how you can share your research published in Elsevier journals.

Role of the funding source

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement then this should be stated.

Open access

This is an open access journal: all articles will be immediately and permanently free for everyone to read and download. To provide open access, this journal has an open access fee (also known as an article publishing charge APC) which needs to be paid by the authors or on their behalf e.g. by their research funder or institution. Permitted third party (re)use is defined by the following Creative Commons user licenses:

*Creative Commons Attribution-NonCommercial-NoDerivs (CC BY-NC-ND)*

For non-commercial purposes, lets others distribute and copy the article, and to include in a collective work (such as an anthology), as long as they credit the author(s) and provided they do not alter or modify the article.
Green open access
Authors can share their research in a variety of different ways and Elsevier has a number of green open access options available. We recommend authors see our green open access page for further information. Authors can also self-archive their manuscripts immediately and enable public access from their institution’s repository after an embargo period. This is the version that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review and in editor-author communications. Embargo period: For subscription articles, an appropriate amount of time is needed for journals to deliver value to subscribing customers before an article becomes freely available to the public. This is the embargo period and it begins from the date the article is formally published online in its final and fully citable form. Find out more.

This journal has an embargo period of 0 months.

Elsevier Researcher Academy
Researcher Academy is a free e-learning platform designed to support early and mid-career researchers throughout their research journey. The "Learn" environment at Researcher Academy offers several interactive modules, webinars, downloadable guides and resources to guide you through the process of writing for research and going through peer review. Feel free to use these free resources to improve your submission and navigate the publication process with ease.

Language (usage and editing services)
Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier’s WebShop.

Supporting Documents
The following documents must be included in your submission and uploaded to EES (refer also to the Checklist that follows these author instructions). Items (1), (2), and (3) are mandatory. Items (4) and (5) and (7) are required only if they are applicable to your manuscript.

1. Cover Letter. This must include the following information: title of the manuscript a statement that the material contained in the manuscript has not been previously published and is not being concurrently submitted elsewhere persons who do not fulfill the requirements to be listed as authors but who nevertheless contributed to the manuscript (such as those who provided writing assistance, for example) should be disclosed signed by the corresponding author

2. Authorship & Conflicts of Interest Statement. Each author’s contribution to the manuscript should be listed. Any and all potential and actual conflicts of interest should also be listed (see Section Conflict of interest for more information). Please use the JFMA Authorship & Conflicts of Interest Statement form. The corresponding author is to sign on behalf of all the authors listed in the manuscript and is responsible for ensuring the accuracy of the information provided.

3. Copyright Transfer Agreement. In the event that your manuscript is accepted for publication in the JFMA, you are required to transfer all copyright ownership in and relating to the work to Formosan Medical Association and Elsevier. Please use the JFMA Copyright Transfer Agreement form. Corresponding author’s signature must be included.

4. Signed Statement of Informed Consent. 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.

5. Copyright Permission. If you have reproduced or adapted material from other copyrighted sources, the letter(s) of permission from the copyright holder(s) to reproduce or adapt the copyrighted sources must be supplied. Otherwise, such material must be removed from your manuscript.

PREPARATION
Text should be typed double-spaced on one side of white A4 (297 x 210 mm) paper, with outer margins of 2.5 cm. A manuscript should include a title page, abstract, main text, references, acknowledgments (if any), and figures and tables as appropriate. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

**Peer review**

This journal operates a single blind review process. All contributions are typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. More information on types of peer review.

**Use of word processing software**

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

**Title Page**

The title page should contain the following information (in order, from the top to bottom of the page): article category article title names (spelled out in full*) of all authors, and the institutions with which they are affiliated; indicate all affiliations with a superscripted number after the author's name and in front of the matching affiliation Declaration of any potential financial and nonfinancial conflicts of interest corresponding author details (name, e-mail, mailing address, telephone and fax numbers) running title not exceeding 50 characters

*The name of each author should be written with the family name last, e.g., Wan-Lin Chang. Authorship is restricted only to direct participants who have contributed significantly to the work and the number of authors should not exceed seven.

**Abstract and Keywords**

An abstract and 3-5 relevant keywords (in alphabetical order) are required for the following article categories: Review Articles, Invited Articles, Original Articles, Case Reports and Brief Communications.

Abstracts for Review Articles, Invited Articles, Case Reports and Brief Communications should be unstructured (in one single paragraph with no section headings), be no more than 200 words long and include information on the background/purpose of the report, methods, results (or case report), and conclusions.

Abstracts for Original Articles should be structured into the sections listed below and be no more than 250 words long.

Background/Purpose: briefly explain the importance of the study topic and state a precise study question or purpose.

Methods: briefly introduce the methods used to perform the study; include information on the study design, setting, subjects, interventions, outcome measures and analyses as appropriate.

Results: briefly present the significant results, with data and statistical details such as p values where appropriate; be sure that information in the abstract matches that in the main text.

Conclusion: state the meaning of your findings, being careful to address the study question directly and to confine your conclusions to aspects covered in the abstract; give equal emphasis to positive and negative findings.
Keywords should be taken from the Medical Subject Headings (MeSH) list of Index Medicus (http://www.nlm.nih.gov/mesh/meshhome.html).

No abstract or keywords are required for Perspectives, Correspondence and Letters to the Editor.

**Main Text**
The text for Original Articles and Brief Communications should be organized into the following sections: Introduction, Materials (or Patients) and Methods, Results, Discussion, and References. Subheadings in long papers are acceptable if needed for clarification and ease of reading. Sections for Case Reports are: Introduction, Case Report, Discussion, and References. Each section should begin on a new page.

**Abbreviations**
Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. An abbreviation should not be first defined in any section heading; if an abbreviation has previously been defined in the text, then the abbreviation may be used in a subsequent section heading. Restrict the number of abbreviations to those that are absolutely necessary.

**Numbers**
Numbers that begin a sentence or those that are less than 10 should be spelled out using letters. Centuries and decades should be spelled out, e.g. the *Eighties* or nineteenth century. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

**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.

**Names of drugs, devices and other products**
Use the Recommended International Nonproprietary Name (rINN) for medicinal substances, unless the specific trade name of a drug is directly relevant to the discussion. Generic drug names should appear in lowercase letters in the text. If a specific proprietary drug needs to be identified, the brand name may appear only once in the manuscript in parentheses following the generic name the first time the drug is mentioned in the text.

For devices and other products, the specific brand or trade name, the manufacturer and their location (city, state, country) should be provided the first time the device or product is mentioned in the text, for example, “… KSPSS version 11 was used (SPSS Inc., Chicago, IL, USA)”. Thereafter, the generic term (if appropriate) should be used.

**Gene nomenclature**
Current standard international nomenclature for genes should be adhered to. For human genes, use genetic notation and symbols approved by the HUGO Gene Nomenclature Committee (http://www.genenames.org). You may also refer to the resources available on PubMed at http://www.ncbi.nlm.nih.gov/guide/genes-expression. The Human Genome Variation Society has a useful site that provides guidance in naming mutations at http://www.hgvs.org/mutnomen/index.html. In your manuscript, genes should be typed in italic font and include the accession number.

**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). Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail. All $p$ values should be presented to the third decimal place for accuracy. The smallest $p$ value that should be expressed is $p < 0.001$, since additional zeros do not convey useful information; the largest $p$ value that should be expressed is $p > 0.99$.

**Personal communications and unpublished data**
These sources cannot be included in the references list but may be described in the text. The author(s) must give the full name and highest academic degree of the person, the date of the communication, and indicate whether it was in oral or written (letter, fax, e-mail) form. A signed statement of permission should be included from each person identified as a source of information in a personal communication or as a source for unpublished data.
**Funding/Support Statement**
All financial and material support for the research, work, writing and editorial assistance from internal or external agencies, including commercial companies, should be clearly and completely identified in a Funding/Support Statement.

**Acknowledgments**
General acknowledgments for consultations and statistical analyses should be listed concisely, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section. Those acknowledged should not include secretarial, clerical or technical staff whose participation was limited to the performance of their normal duties.

**Figures**
General guidelines
The number of figures should be restricted to the minimum necessary to support the textual material. Figures should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the figure legend in alphabetical order. Items requiring explanatory footnotes should follow the same style as that for tables as described in Section Tables.

Patient identification should be obscured. All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Photomicrographs must include an internal scale marker, and the legend should state the type of specimen, original magnification and stain.

Figures must be submitted as separate picture files at the correct resolution (see Section Formats). The files should be named according to the figure number, e.g., "Fig1.tif", "Fig2.jpg".

**Formats**
Regardless of the application used, when your electronic artwork is finalized, please "save as" or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below): EPS: Vector drawings. Embed the font or save the text as "graphics". TIFF: Color or grayscale photographs (halftones) — always use a minimum of 300 dpi. TIFF: Bitmapped line drawings - use a minimum of 1000 dpi. TIFF: Combination of bitmapped line/half-tone (color or grayscale) - a minimum of 600 dpi. DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications, please supply "as is".

Please do not: Supply files that do not meet the resolution requirements detailed above; Supply files that are optimized for screen use (such as GIF, BMP, PICT, WPG) as the resolution is too low; Submit graphics that are disproportionately large for the content.


Please note that the cost of color illustrations will be charged to the author.

**Tables**
Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and numbered consecutively in the order of their citation in the text. Items requiring explanatory footnotes should be denoted using superscripted lowercase letters (a, b, c, etc.), with the footnotes arranged under the table in alphabetical order. Asterisks (*, **) are used only to indicate the probability level of tests of significance. Abbreviations used in the table must be defined and placed after the footnotes in alphabetical order. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source.

**References**
Authors are responsible for the accuracy and completeness of their references and for correct in-text citation.

In the main text, tables, figure legends
References should be indicated by superscripted numbers according to order of appearance in the text, and placed after punctuation. [The actual authors can be referred to, but the reference number(s) must always be given.] 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 main text. Do not cite abstracts unless they are the only available reference to an important concept. Do not cite uncompleted work or work that has not yet been accepted for publication (i.e., “unpublished observation”, “personal communication”)

Data references
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Reference management software
Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley and Zotero, as well as EndNote. Using the word processor plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. More information on how to remove field codes.

Users of Mendeley Desktop can easily install the reference style for this journal by clicking the following link:
http://open.mendeley.com/use-citation-style/journal-of-the-formosan-medical-association
When preparing your manuscript, you will then be able to select this style using the Mendeley plug-ins for Microsoft Word or LibreOffice.

In the references list
References should be limited to those cited in the text and listed in numerical order, NOT alphabetical order. References should include, in order, authors’ surnames and initials, article title, abbreviated journal name, year, volume and inclusive page numbers. The surnames and initials of all the authors up to 6 should be included, but when authors number 7 or more, list the first 6 authors only followed by “et al”. Abbreviations for journal names should conform to those used in MEDLINE. If citing a website, provide the author information, article title, 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.

Standard journal articles


Journal supplement

Hofele C, Schwager-Schmitt M, Volkmann M. Prognostic value of antibodies against p53 in patients with oral squamous cell carcinoma-five years survival rate. Laryngorhinootologie 2002;81:342-5. [In German, English abstract]

Book with edition
Book with editors


Book chapter in book with editor and edition


Book series with editors


Bulletin


Electronic publications


Items presented at a meeting but not yet published


Supplementary material

Supplementary material such as applications, images and sound clips, can be published with your article to enhance it. Submitted supplementary items are published exactly as they are received (Excel or PowerPoint files will appear as such online). Please submit your material together with the article and supply a concise, descriptive caption for each supplementary file. If you wish to make changes to supplementary material during any stage of the process, please make sure to provide an updated file. Do not annotate any corrections on a previous version. Please switch off the 'Track Changes' option in Microsoft Office files as these will appear in the published version.

Research data

This journal encourages and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings. To facilitate reproducibility and data reuse, this journal also encourages you to share your software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. If you are sharing data in one of these ways, you are encouraged to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.
Data linking
If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

Mendeley Data
This journal supports Mendeley Data, enabling you to deposit any research data (including raw and processed data, video, code, software, algorithms, protocols, and methods) associated with your manuscript in a free-to-use, open access repository. During the submission process, after uploading your manuscript, you will have the opportunity to upload your relevant datasets directly to Mendeley Data. The datasets will be listed and directly accessible to readers next to your published article online.

For more information, visit the Mendeley Data for journals page.

Data statement
To foster transparency, we encourage you to state the availability of your data in your submission. This may be a requirement of your funding body or institution. If your data is unavailable to access or unsuitable to post, you will have the opportunity to indicate why during the submission process, for example by stating that the research data is confidential. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

The Editorial and Peer Review Process
As a general rule, the receipt of a manuscript will be acknowledged within 1 week of submission, and authors will be provided with a manuscript reference number for future correspondence. 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 submission will not be accepted 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 it. If the manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript will be rejected promptly without review. Note that the rejection rate for case reports is higher than for other article categories due to the current situation of a large number of case reports being submitted.

Manuscripts that appear meritorious and appropriate for the Journal are reviewed by at least two Editorial Board members or expert consultants assigned by the Editor-in-Chief. The JFMA follows a single-blind peer review process. Authors may submit a list in their cover letter of reviewers who they wish to review or not to review their manuscript. However, the actual peer reviewers invited will remain anonymous and may or may not be the reviewers suggested by the authors as the selection of reviewers is at the sole discretion of JFMA Editors. (Authors may also submit a list of JFMA Editors who they wish to manage or not to manage their manuscript.) The editors and reviewers will not disclose any information about a manuscript or its review to anyone except the manuscript's corresponding author.

For manuscripts that are judged by JFMA Editors to be written in poor English but otherwise worthy of consideration for publication, authors are required to pay for the English polishing of their manuscript. Otherwise, their manuscript will be rejected.
The corresponding author will usually be notified within 8 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). If revisions are required, authors are asked to return a revised manuscript to the Editorial Office via the EVISE within 30 days. Please notify the Editorial Office in advance if additional time is needed or if you choose not to submit a revised manuscript.

**Preparation for Publication**

Once a manuscript has been accepted for publication, authors should submit the final version of their manuscript in MS Word format, with all tables/figures as applicable, via the EVISE. It is a basic requirement that the manuscript be prepared using good English. The Editorial Office reserves the right to edit poor English as suggested by the reviewer(s) and/or Editorial Board before the final version is decided. The editing fee will be charged to the authors. Accepted manuscripts are then presented to the Publisher to be copyedited according to the Journal's style.

**Online proof correction**

Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors. If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.

We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

**Publication Charges and Reprints**

Starting from 1 September 2017, authors of accepted articles will be charged a publication fee of US$1,000 (US$800 for members of the Formosan Medical Association). Authors will also be charged US$84 per illustration, figure or table that is in color. For manuscripts that require extensive English editing, authors will be charged for the correction of English grammar at US$30/page. Please note, for non-solicited review articles including practice guidelines and consensus report, if the paper length (words count or reference numbers) exceeds the limitation as stated in the Types of Article section, the publication fee will be US$2,000 (US$1,600 for members of the Formosan Medical Association) per accepted paper.

For environmental reasons, JFMA does not provide article offprints to authors. Professional reprints (which include a cover page) of your article may be ordered at prices based on the cost of production. Reprint order request please go to [http://webshop.elsevier.com/myarticleservices/offprints/](http://webshop.elsevier.com/myarticleservices/offprints/)

**AUTHOR INQUIRIES**

Visit the Elsevier Support Center to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.

You can also check the status of your submitted article or find out when your accepted article will be published.

**FORMS**

- Checklist
- Authorship/Conflicts of Interest Statement
- Copyright Transfer Statement

Updated Sep 2016