

Author Guidelines

General Information

The submitted manuscript should be accompanied by a written statement signed with all its authors that the manuscript in whole or in part has not and will not be published in or submitted to any other journal.

Manuscripts should be prepared in accordance with the "Uniform Requirements for Manuscripts Submission to Biomedical Journals" proclaimed by the International Committee of Medical Journal Editors(ICMJE) which may be viewed at www.icmje.org.

Ethics

Manuscripts submitted to the journal are accepted on the understanding that the recommendations of the Declarations of Helsinki and Tokyo, for humans, and the European Committee Guidelines for the use of experimental animals have been adhered to. Authors must state in the manuscript that the protocol complies with these guidelines and are approved by their institutional Ethics Committee. Authors are responsible for all statements made in their work.

Informed consent of the patients participating in the study should be undertaken.

Preparation of Manuscript

All manuscripts should be enumerated from the title page.

Full title page should include the complete title of the manuscript, the name of all authors with their department or institution, the school and university to which they are affiliated, city and country, address for correspondence with telephone numbers, e-mail, and fax number.

Structured Abstract: A concise abstract of not more than 250 words is required. To facilitate their rapid assimilation, these should be organized according to the headings outlined below. No references should be included in the abstract.

For a research article

Background and aim: explanation of the main question and the purpose of the writing with presentation of the hypothesis.

Methods: how the research is conducted, especially the statistical methods and characteristics of the specimen, population under the study, sample size, etc.

Results: summary of information and data obtained and the most important findings of the study.

Conclusion: summary of explanation and interpretation of the final findings of the study.

For a case report

Background: the reason behind the selection of the case and the purpose of the study is explained.

The Case: summary of clinical findings, abnormal laboratory findings, treatment and therapy result.

Conclusion: summary of main findings and discoveries and the reason why this case is unique.

For a review article

Background and Aim: includes purpose of the review

Recent findings: includes integration of findings, and conclusions of the reviewed articles.

Conclusion: includes the primary conclusion and clinical application of the topics presented at the review article.

Keywords

Three to six key words according to the MeSH index should be provided.

Framework of a Research Article

Introduction

Explains the purpose of the study and provides the logical reason to conduct and write the article and the research question or the hypothesis is described in detail. The size of the introduction should be curtailed in comparison to the discussion. The reference numbers should appear in text consecutively.

Methods The study subjects (Patients, Lab. Animals) as well as the age, gender and other characteristics should be mentioned. Why and how the study was conducted should be clear (for example why a specific age group is used in the study, etc...). The principle of WWWWWH (What, Where, Why, Who, When, How) should be taken into consideration. Avoid terminologies which have nonspecific meanings and use descriptive phrases instead. Describe fully the method of data collection (for example the questionnaire or the other source of information) and the tools and equipments used in the study (The manufacturer's details, etc...); so that others can make use of it if need arises. Explain about all medications and chemicals accurately (drug's name, summary pharmacology, dosage, usage and manufacturer). Less well known methods need more explanation. Provide convincing reason why you use the new method. Describe fully the statistical methods. It is not enough to mention the statistical software's name; rather the types of statistical tests should be stated.

Results

Findings that include multiple informational points should be presented by tables and graphs and a brief explanation in the text. The context of the "Results" section should be concise and clear and explain to the reader an abstract from tables and figures. When there are few findings or a simple result, instead of tables and figures, the text itself should appear in the context.

Discussion

Emphasis should be put on the important and new findings of the study. Data or other instances presented at the introduction or results, should not be repeated in detail in this section. A review of articles should be placed in this section. Results should be compatible with the objectives of the study. New hypotheses should be brought up. Suggestions should come up. Explain your interpretation and explanation of the findings from the Results section. Compare study findings with anticipated findings.

Conclusion includes the final results.

Acknowledgements include information on grants received and expression of appreciation to all who have helped the researcher in material and spiritual forms (technical, writing, etc...).

References should be numbered consecutively as they appear in the text. Bibliographies cited in tables and figures should be numbered according to the site where the corresponding table or figure is first referenced.

References should be formatted in "Vancouver" style. Listed below, are sample references to a journal article, a chapter in a book, and a book, respectively, in the correct format (In the case of seven or more authors, the names of the first six authors should be listed followed by et al.):

- 1- Berlin CI, Bordelon J, Jhon PS, Wilensky D, Hurley A, Kluka E, et al. Reversing click polarity may uncover auditory neuropathy in infants. *Ear Hear.* 1998;19(1):37-47.
- 2- Shepard NT, Telian SA. Evaluation of balance system function. In: Katz J, editor. *Handbook of clinical audiology.* 4th ed. Baltimore: Williams & Wilkins; 1994.p. 438-42.
- 3- Gelfand SA. *Essential of audiology.* 2nd ed. New York: Thieme; 2001.

Tables

Tables should be self-explanatory, clearly arranged and supplemental to the text. Tables should provide easier understanding and not duplicate information already included in the text or figures. Tables should have a short title, and its column should have a heading. Tables should be numbered in the order in which they are cited in the text.

Tables should be followed with an explanatory note of abbreviation definitions. All arithmetic (percentages, totals, differences) should have been double checked for accuracy, and tabular data agree with data given in the text.

Figures

Submitting your artwork in an electronic format helps us to produce your work to the best possible standards, ensuring accuracy, clarity and a high level of detail. Number the illustrations according to their sequence in the text. Use a logical naming convention for your artwork files, and supply a separate list of the files and the software used.

Make sure you use uniform lettering and sizing of your original artwork. Save text in illustrations as graphics, or enclose the font. Please do not embed graphics in your word processing file. Regardless of the application used, when your electronic artwork is finalized, please save as or convert the images to .tiff or .jpg formats. Ensure that the resolution of the figures will be at least 1000 dpi for line drawings. Ensure that each illustration has a caption. A caption should comprise a brief title and a description. Keep text in the illustrations themselves to a minimum, but explain all symbols and abbreviations used.

Framework of a Case Report

In preparing this type of articles, patients privacy should be respected and an informed consent form should be obtained and attached to the article. The sequences of different section are: Abstract, Key Words, Introduction, Case Presentation, Discussion, Conclusion, Acknowledgements, References, Tables, Figures.

Framework of a Review Article

A review article should have the principal structure (reasoning and discussions) of a research report. Explain the methods of extraction and selection and composition of data and information. The sequences of different section are: Abstract, Key Words, Introduction, Subtitles, Discussion, Conclusion, Acknowledgements, References, Tables, Figures.

Submission Procedure

You are strongly urged to submit your manuscript to Auditory and Vestibular Research electronically via <http://avr.tums.ac.ir>.

All correspondence, including notification of the Editor's decision and requests for revision, take place by e-mail.

Should you unable to submit via the web, please contact to: Mahin Sedaie, Chairman, (e-mail: sedaii@sina.tums.ac.ir), Editorial office, Department of Audiology, School of Rehabilitation, Tehran University of Medical Sciences, Pich-e-Shemiran, Enghelab Avenue, Tehran 1148965141, Iran; Telefax: 009821-77621188; e-mail: avr@tums.ac.ir.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. **The [Cover Letter](#) form is signed by all authors and will be uploaded in the submission process.**
2. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
3. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
4. URLs must be provided for the references.
5. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed at the end.
6. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
7. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

Copyright Notice

Copyright and Conflict of Interest

All submitted manuscripts should be accompanied with a statement from the author, showing there is no conflict of interest regarding that article. A conflict of interest, here, is a situation in which a medical research scientist, has competing professional or personal interests that make it difficult to fulfill his duties fairly. A conflict of interest can exist even if no unethical or improper act results from it, and can create an appearance of impropriety that can undermine confidence in the person or profession.

The right is reserved for the journal to accept or reject the submitted article or incorporate any changes deemed necessary by the editorial board to make contributions harmonize the editorial standards of the journal.

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