

Instructions to Authors

Aims and Scope

The *Iranian Journal of Reproductive Medicine (IJRM)* is an international scientific monthly publication of the Research and Clinical Center for Infertility of Shahid Sadoughi University of Medical Sciences and Health Services.

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This journal accepts Original Papers, Review Articles, Short Communications, Case Reports and Letters to the Editor in the fields of fertility and infertility, ethical and social issues of assisted reproductive technologies, cellular and molecular biology of reproduction, including the development of gametes and early embryos, assisted reproductive technologies in model system and in a clinical environment, reproductive endocrinology, andrology, epidemiology, pathology, genetics, oncology, surgery, psychology and physiology. Emerging topics including cloning and stem cells are encouraged.

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All manuscript must be submitted as electronic submission. The authors must declare that it is being exclusively contributed to *IJRM*. The text should be submitted in Microsoft Word format as an attachment. The figures should be sent in a format of JPEG or GIF which will produce high quality images in the online edition of the journal. Submission is acceptable via Journal URL: <http://www.ijrm.ir>.

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Guidelines for preparation of manuscript

Manuscript length

Papers should be of a length appropriate for the amount of information they contain. Failure to restrict the length of manuscripts can negatively influence the editor’s decisions.

Style

Manuscripts should be written using clear and concise English. The manuscript should include: **Title page**; the **Abstract**; **Introduction**; **Materials and Methods**; **Results**; **Discussion**; **Acknowledgements**; **Conflict of interest** and **References**.

Manuscript format

The format of the *IJRM* manuscripts, including tables, references, and figure legends must be type written, double-spaced, on one side of A4 paper, with margins of 2.5 cm. Pages should be numbered consecutively, beginning with the title page and continuing through the last page of typewritten material. Avoid underlining.

❖ **Original articles should have the following format:**

Title page

The title page must contain (1) title of article, (2) correct names and highest academic degree of each author, (3) each author's official academic and/or clinical title and affiliation, (4) name and address of the institution(s), (5) name, address, telephone number, e-mail and fax number of author to whom correspondence should be sent.

Running title

The author should provide a running title of no more than 50 characters.

Abstract

All original articles must contain a structured abstract of not more than 250 words. The abstract should include; Background, Objective, Materials and Methods, Results, Conclusions and at least 3 to 5 Key words, chosen from the Medical Subject Headings (MeSH) list of index medicus (<http://www.nlm.nih.gov/mesh/MBrowser.html>). They should therefore be specific and relevant to the paper. Authors need to be careful that the abstract reflects the content of the article accurately.

For Randomized Controlled Trials the method of randomization and primary outcome measure should be stated in the Abstract.

Introduction

This should summarize the purpose and the rationale for the study. It should neither review the subject extensively nor should it have data or conclusions of the study.

Materials and Methods

This should include the study design and exact method or observation or experiment, definitions such as for diagnostic criteria, the population or patient samples, and laboratory and statistical methods. If an apparatus is used, its manufacturer's name and address should be given in parenthesis. If the method is established, give reference but if the method is new, give enough information so that another author is able to perform it. Statistical method must be mentioned and specify any general computer programme used.

Results

This should include the pertinent findings in a logical sequence with tables and figures as necessary. It must be presented in the form of text, tables and illustrations. The contents of the tables should not be all repeated in the text. Instead, a reference to the table number may be given. Long articles may need sub-headings within some sections (especially the Results and Discussion parts) to clarify their contents. Unnecessary overlap between tables, figures and text should be avoided.

Discussion

The discussion should emphasize the present findings and the variations or similarities with other work done in the field by other workers. Conclusions based on the findings, evidence from the literature that supports the conclusions, applicability of the conclusions, and implications for future research. The detailed data should not be repeated in the discussion again. Emphasize the new and important aspects of the study and the conclusions that follow from them. It must be mentioned whether the hypothesis mentioned in the article is true, false or no conclusions can be derived.

Acknowledgements

All contributors who do not meet the criteria for authorship should be covered in the acknowledgement section. Financial and material support should also be acknowledged. Personal acknowledgement should precede those of institutions or agencies

Conflicts of interest

Authors must acknowledge and declare any sources of funding and potential conflicting interest, such as receiving funds or fees by, or holding stocks and shares in, an organization that may profit or lose through publication of your paper.

References

All manuscripts should be accompanied by relevant references. The Reference should provide the following information as stated in the presented models as follows:

References should be numbered sequentially as they appear in the text according to the Vancouver style. When citing authors in the text, acknowledge only the first author where there are three or more authors, e.g. Williams *et al* (1) stated that.... Where there are two authors cite both, e.g. Jones and Smith (2) reported that.... Citations in the reference list are to be arranged by number in the following format including punctuation.

Journals: Author(s). Title of article. Title of journal (in italics with no full stops) Year; Volume number: Page numbers. (Abbreviations for journals used in the reference list should conform to Index Medicus.) e.g. Salehnia M, Arianmanesh M, Beigi M. The impact of ovarian stimulation on mouse endometrium: a morphometrical study. *Iran J Reprod Med* 2006; 4: 7-11.

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Books: Author(s). Title: sub-title. Edition. Place of publication: Publisher; Year. e.g. Speroff L, Robert H. Clinical gynecology endocrinology & infertility. 6th Ed. Philadelphia; Robert-D; 1999.

Chapter in a book: Author(s) of chapter. Title: sub-title of chapter. In: Author(s) (or editors) of the book. Title: sub-title of book. Place of publication: publisher; Year; page numbers.

Inclusive page numbers should be given for all references. Print surnames and initials of all authors when there are six or less. In the case of seven or more authors, the names of the first six authors followed by *et al* should be listed.

References to papers accepted for publication, but not yet published, should be cited as such in the reference list e.g. Mohammad Kazem Gharib Naseri M, Mohammadian M, Gharib Naseri Z. Antispasmodic effect of *Physalis alkekengi* fruit extract on rat uterus, *Iran J Reprod Med* 2008, in press.

The author is responsible for the accuracy and completeness of the references and for their correct textual citation.

Tables

In limited numbers should be submitted with the captions placed above. Each table should be numbered consecutively with Roman numerals and typed double-spaced, including all headings. Verify tabular statistics to make sure they tally and match data cited in the text. Do not submit tables as photograph.

Figures

Should be in limited numbers, with high quality art work and mounted on separate pages.

The captions should be placed below. The same data should not be presented in tables, figures and text, simultaneously.

Clinical Trial Registration

From January 2010, all of the Clinical Trials must be registered in Iranian Registry of Clinical Trials (www.IRCT.ir), in order to be considered for publication. This includes all of the clinical trials performed inside Iran even if they register in other registration sites. The clinical trials performed abroad, could be considered for publication, if they register in a registration site approved by W.H.O.

According to the International Committee of Medical journal Editors (ICMJE) a Clinical Trial is any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes.

The registration number of the trial and the name of the trial registry must be mentioned at the end of the abstract.

❖ **Review articles should be prepared according to one of the following styles:**

- Systematic reviews should be in form of meta-analysis, meta synthesis or without statistical analysis. These articles contain original articles' parts.
- Non systematic reviews should be written by experts who have at least one published article in the related field in references. Different parts of such articles include abstract, introduction, discussion and conclusion. They should contain at least 20 references and maximum 5000 words.

- ❖ **Short communication** can be in form of research article, systematic review or ongoing research which reports its interesting findings. The parts in this type of articles are like those of original one but they are smaller and prepared in maximum 2000 words.
- ❖ **A letter to the editor** should be about criticism of previous articles, criticism or review over books, analysis of a related topic with reproductive medicine, expansion and explanation about an idea or a complicated problem. This should be prepared in maximum 1000-1500 words. These articles need no structure.
- ❖ **Editorial article** should be written by either the editor in chief or the editorial board. The editor in chief could also ask an expert to do such a thing. The context of such articles could involve a deep analysis about the up to date topics in reproductive medicine, challenging systems or proposing solutions in reproductive medicine field. They should be prepared in maximum 2000 words and have at least 5 references.
- ❖ **Case Reports and Brief Reports:** Both should include abstract, keywords, case presentation, discussion, acknowledgment, references, and 1-4 figures. Necessary documentations of the case(s) like pathology reports, laboratory test reports, and images should be included in the submission package. Brief reports should not have more than one figure and/or table.

Illustrations

All copies of all figures or photographs should be included with the submitted manuscript. Photographs must be high-contrast, glossy, black and white prints, unmounted and untrimmed, with preferred size of 10 x 15 cm. Color transparencies or photos will be accepted at the discretion of Editorial Board. Written permission must accompany any photograph in which the subject can be identified or any illustration that has been previously published. All illustrations must be numbered as cited in the text in consecutive numeric order.

Submission requirements

- Submit only the **final version** of the manuscript.
- The file should be in Microsoft Word.

Page charges: There is no page charge for publication in the *IJRM*.

Reprint: six reprints will be provided free of charge.

The corresponding author will be supplied with 3 free issues.

Ethics of studies involving humans and animals

Ethical considerations must be addressed in the Materials and Methods section. 1) Please state that informed consent was obtained from all participants. 2) Include the name of the appropriate institutional review board that approved the project. 3) Indicate in the text that the maintenance and care of experimental animals complies with National Institutes of Health guidelines for the humane use of laboratory animals, or those of your Institute.

Statistics

Inadequate or incorrect statistical analyses frequently cause rejection or delays in the review of manuscripts. Where appropriate, authors should seek advice from a professional statistician before the manuscript is submitted.

Ethics of scientific publishing

Submission of a paper implies that it reports unpublished work and that it is not under consideration for publication elsewhere. If previously published tables, illustrations or text are to be included, then this should be clearly indicated in the manuscript and the copyright holder's permission must be obtained. Previously published material can be cited in a later review or commentary article, but it must be indicated using quotation marks if necessary.

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Review process

The submitted manuscripts will be assessed from editorial points of view, at first. Should the manuscript meet the basic editorial requirements; it will enter the peer-review process. The manuscript will then be sent at least to one in-office and two out of office referees for review. The corresponding author will then be informed to the referee's remark to accept, reject or require modification.

Revision: Papers may be returned to authors for modification of the scientific content and/or for language corrections. Revised paper and a letter listing point-for-point response to the reviewers must be submitted to the Editor and must be accompanied by a copy of the original version. Suggestion by the Editor about resubmission does not imply that a revised version will necessarily be accepted. If a paper that is returned to the authors for modification is not resubmitted within two months it will be regarded as having been withdrawn and any revised version received subsequently will be treated as a new paper and the date of receipt will be altered accordingly. Authors who resubmit a paper that has previously been rejected must provide the original manuscript and a letter explaining in detail how the paper has been modified. Accepted manuscripts become the property of *IJRM*.

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