

# INSTRUCTIONS TO AUTHORS

## Aims and Scopes

The *Iranian Journal of Diabetes and Obesity (IJDO)* is the official scientific quarterly journal published by Yazd Diabetes Research Center of Shahid Sadoughi University of Medical Sciences.

The primary purpose of *IJDO* is to act as a source of information, usable by those caring for patients with diabetes mellitus and obesity. While our primary aim is to assist the practitioner in his/her care of such patients, and to afford access to information that may allow the prevention of diabetes, it is the Editors' wish to function as a forum for that information which, while still experimental, may shed light upon current thinking of those active in the fields appropriate to the aims of *IJDO*.

In addition to general articles on clinical aspects of diabetes mellitus and obesity, *IJDO* presents articles on basic research in all areas of diabetes. Topics covered relevant to the diabetic patient will include diagnosis, pathogenesis and clinical management of diabetes and obesity. *IJDO* will also publish papers on the general pathogenesis and prevention of diabetes.

Criteria for initial considerations for papers submitted will be originality, statistical probability of all data, and applicability to the aims of the Journal as a whole. Additional weight will be afforded to those submissions that are concise and comprehensible. All potentially acceptable manuscripts will be subjected to the process of peer review. To aid with the peer review process, at least one suggested reviewer whose expertise falls within the scope of the submitted manuscript must be provided. Full details of suggested reviewer including full names, addresses (postal and email), phone and fax numbers should be supplied.

## Types of Papers Accepted

The main part of each issue will be devoted to original research papers which should present new results of interest to a broad spectrum of diabetes and obesity. Such papers must describe significant and original observations to be critically evaluated and, if necessary, repeated. The journal will include review articles dealing with particular subject areas in a thoughtful and personal manner. Subjects that are undergoing rapid change or that merit a new conceptual approach will have priority. The Journal will also consider short communications, case reports and letters to the Editor.

## Submission

The authors are supposed to submit three copies of the article and two sets of photographs, illustrations, diagrams, etc. to mentioned address. Manuscript must be accompanied by a covering letter to the Editor-in-Chief including title and author(s) name undertaking that it has not been published or submitted elsewhere. In case the manuscript was earlier submitted to some other Journals and rejected, the authors must provide full information for proper analysis. Manuscript should be typed in double space on one side of the A4 size paper, using a 12-point font with clear margins on both sides. Tables as well as illustrations should be typed and drawn on a separate paper. Do not submit tables as photographs.

In case of **electronic submission** of the manuscript, the authors must declare that it is being exclusively contributed to *IJDO*. The text should be submitted in Microsoft Office Word format. Graphs should be

submitted as separate files prepared by Microsoft Excel program and figures should also be submitted as separate files in TIFF or GEPG format and should have a resolution of at least 300 dpi. Manuscripts that do not conform to these specifications may not be accepted. All the aforementioned files should be submitted as attachments to **ijdo@ssu.ac.ir** accompanied by a covering letter to the Editor-in-Chief, containing the title and the authors' names and indicating that the manuscript has not been published or submitted for publication elsewhere.

## Article Types

**Original Research Articles:** The original articles should be designated basic research, clinical research or epidemiology and should be a maximum of 5000 words. The text limit includes a combined total of five figures or tables with legends, but does not include up to 50 references and an abstract of up to 250 words structured according to *Objective, Methods, Results, Conclusions* and *Keywords*. The manuscript should include: *Title page; Abstract; Introduction; Materials & Methods; Results; Discussion; Acknowledgement* and *References*.

**Review articles:** should be a maximum of 5000 words; including a summary of no more than 200 words with subheadings in the text to highlight the content of different sections. Also, the manuscript should include: *Title page; Abstract; Introduction; Conclusion; Acknowledgement* and *References*. It should not include more than five figures and/or tables with legends.

**Letters to the Editor:** should be no more than 400 words.

**Commentaries:** (1000 words not including a maximum of 20 references and one small figure) offer a stimulating, journalistic and accessible insight into issues of common interest. They are usually commissioned by the Editors but unsolicited articles will be considered. Debates comprise two commentaries of opposing or contrasting opinion written by two different groups of authors. Controversial opinions are welcomed as long as they are set in the context of the generally accepted view.

**Brief Reports:** should not exceed 1000 words, including a summary of no more than 50 words (but not including up to 20 references) and may be a preliminary report of work completed, a final report or an observation not requiring a lengthy write-up.

## Manuscript Format

The manuscript should include: *Title page; Abstract; Introduction; Materials & Methods; Results; Discussion; Acknowledgement* and *References*.

1. **The title page:** The title page should be included title; subtitle (if any); first name, middle initial, and last name of each author, which academic degrees; name of Department(s) and Institution(s) to which the work should be attributed; disclaimer(s) (if any); name and address of author to whom requests for reprints should be sent. The address, telephone and fax numbers of the person responsible for negotiations concerning the manuscripts should be listed separately and clearly labeled as such. Also, a running title of no more than 50 characters (including spaces) should be provided. Authors will be required to sign a statement conferring the manuscript copyright to *Iranian Journal of Diabetes and Obesity*.

2. **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.

3. **Materials & Methods:** This should include exact method, observation or experiment. If an apparatus is used, its manufacturer's name and address should be given in parenthesis including the name of city and country of origin. If the method is already established, mention the reference but if the method is new, give enough information so that another author is able to perform it. If a drug is used, its generic name, dose and route of administration must be given. For patients, age, sex with mean age  $\pm$  standard deviation must be given. Statistical method must be mentioned specifying any general computer program used. The Information system used should be clearly mentioned.

4. **Results:** 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.

5. **Discussion:** This should emphasize the present findings and the variations or similarities with other works done in the field by other workers. The detailed data should not be repeated in the discussion again. The new and important aspects of the study and the conclusions that follow from them should be emphasized. It must be mentioned whether the hypothesis mentioned in the article is true, false or no conclusions can be derived.

6. **Acknowledgement:** All contributors who do not meet the criteria for authorship should be covered in the acknowledgement section. It should include persons who provided technical help, writing assistance and departmental head who only provided general support. Financial and material support should also be acknowledged.

7. **Tables:** In limited numbers should be submitted with the captions placed above. Tables should be typed, double-spaced, on separate sheets with number and title. Do not submit tables as photograph. Place explanatory matters in footnotes, not in the heading.

8. **Figures:** Graphs should be submitted as separate files prepared by Microsoft Excel program. Figures should also be submitted as separate files in TIFF or JPEG format and should have a resolution of at least 300 dpi. The captions should be placed below. Figures that do not conform to these specifications may not be accepted at the editor's discretion. The same data should not be presented in tables, figures and text, simultaneously.

9. **References:** All manuscripts should be accompanied by relevant references. The author should ensure reference to locally published studies by doing proper literature search. It may not be possible for the editor and reviewers to check the accuracy of all reference citations. To minimize such errors author should verify references against the original documents. The Reference should provide the following information as stated in the presented models as follows:

- **Article:** Nathan DM, Buse JB, Davidson MB, Ferrannini E, Holman RR, Sherwin R, et al. Medical management of hyperglycaemia in type 2 diabetes mellitus: a consensus algorithm for the initiation and adjustment of therapy. *Diabetologia* 2009; 52(1):17-30.
- **Chapter in book:** Buse JB, Polonsky KS, Burant CF. Type 2 diabetes mellitus. In: Kronenberg HM, Melmed S, Polonsky KS, Larsen PR, editors. *Williams textbook of endocrinology*. 11th ed. Philadelphia: Saunders; 2008: 1329-1390.

- **Book:** Kronenberg HM, Melmed S, Polonsky KS, Larsen PR. Williams textbook of endocrinology. 11th ed. Philadelphia: Saunders; 2008: 1231.
- **Electronic:** Morse SS. Factors in the emergence of infectious disease. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1999 Dec 25]; 1(1):[24 screens]. Available from: URL: <http://www.cdc.gov/ncidoc/EID/eid.htm>.

### Abbreviations and Symbols

Use only standard abbreviations. **Avoid using them in the title and abstract.** The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

### Ethical Guidelines

Ethical considerations must be addressed in the Materials and Methods section. 1) Please state that **informed consent** was obtained from all human adult participants and from the parents or legal guardians of minors. Include the name of the appropriate institutional review board that approved the project. 2) 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 or agency.

### 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. Declaring a competing interest will not lead to automatic rejection of the paper, but we would like to be made aware of it.

### Proof Reading

A computer printout is sent to the corresponding author for proof reading before publication in order to avoid any mistakes. Corrections should be marked clearly and sent immediately to the Journal office.

### Page Charges

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### **Peer Review Process**

All manuscripts are considered to be confidential. They are peer-reviewed by at least 2 anonymous reviewers selected by the Editorial Board. The corresponding author is notified as soon as possible of the editor decision to accept, reject, or require modifications. If the manuscript is completely acceptable according to the criteria set forth in these instructions, it is scheduled for the next available issue.

### **Disposal of Material**

Once published, all copies of the manuscript, correspondence and artwork will be held for six months before disposal.

### **Reprint**

The corresponding author will be supplied with two free issues.