

INFORMATION FOR AUTHORS

Scope of the Journal

The *Middle East Journal of Digestive Diseases* aims to publish the highest quality material, both clinical and scientific, on aspects of gastrointestinal and liver diseases. It includes articles related to research findings, technical evaluations, and reviews. In addition, it provides a forum for the exchange of information on all aspects of gastrointestinal and liver, including educational issues.

The *Middle East Journal of Digestive Diseases* is an international, English language, peer-reviewed journal concerned with adult and pediatric gastroenterology and hepatology and colorectal surgery and is published biannually. Papers submitted to this journal which do not adhere to the Instructions for Authors will be returned for appropriate revision to be in line with the Instructions for Authors. They may then be re-submitted.

Article Categories

The *Middle East Journal of Digestive Diseases* accepts the following categories of articles:

Clinical papers: Clinical studies based on either normal subjects or patients. It is the editorial policy to accept case studies/reports too.

Pre-clinical papers: The results of pre-clinical research will be considered for publication provided they have an obvious clinical relevance.

Reviews: The *Middle East Journal of Digestive Diseases* publishes a limited number of scholarly, comprehensive reviews whose aims are to summarize and critically evaluate research in the field addressed and identify future implications. Reviews should not exceed 5000 words.

Editorials: All editorials should be limited to 1500 words, 10 references.

Current opinion: Papers in this section will provide our readers with focused coverage of typical issues in adult and pediatric gastroenterology and hepatology and colorectal surgery and related disciplines which are of high current interest and potential.

Correspondence: Letters to the Editor must not exceed

500 words and should focus on a specific article published in the *Middle East Journal of Digestive Diseases* within the preceding 12 weeks. No original data may be included. Authors will receive pre-publication proofs, and the authors of the article cited will be invited to reply.

Clinical vignettes: This category is intended for striking, illustrative, or rare clinical images, tomographs, x-rays or pathology specimens. Images in this category may be published on the cover of the journal and should be submitted as one figure, with separate lettered panels if required.

The complete image should also have an Aspect Ratio 1:1. The image should be submitted with the names of no more than three authors and the clinical message contained in the picture should be amplified in a 250 word description (no references) which will be included with the image. Please also include a short title with the submission. Normal publication charges apply to this category.

Submission of Manuscripts

The *Middle East Journal of Digestive Diseases* uses a web-based submission and review system at <http://mejdd.org>. Online submission facilitates the submission of manuscripts from authors and streamlines the reviewing and publication process. Should you presently be unable to take advantage of online submission and review, please fax the Editorial office on (+98) 21 88335061-3 for further instructions.

Authors may send queries concerning the submission process to mejdd@iagh.org. For enquiries about the review process and journal procedures, the editorial office can be contacted at mejdd@iagh.org. As a matter of policy, the status of documents will not be discussed by telephone.

Once you have prepared your manuscript according to the instructions below, please go to the online submission system. First-time users must click "Register" on the navigation menu at the top of the screen. The system will accept automatically your user name and password. Detailed guidelines for authors and reviewers are available at the submission site.

Review of Manuscripts

All manuscripts correctly submitted to the *Middle East*

Journal of Digestive Diseases will first be reviewed by the editors. Some manuscripts will be returned to authors at this stage if the paper is deemed inappropriate for publication in the *Middle East Journal of Digestive Diseases*, if the paper does not meet submission requirements, or if the paper is not deemed to have a sufficiently high priority.

All papers considered suitable by the editors to progress further in the review process will undergo appropriate peer review and all papers provisionally accepted for publication will undergo a detailed statistical review.

Fast Track Publication

1. Authors must send their manuscript by e-mail to: mejdd@iagh.org, ensuring that the manuscript adheres to the *Middle East Journal of Digestive Diseases* 's Instructions for Authors. The accompanying cover letter should detail why the authors think the manuscript would be suitable for fast track publication.
2. The Editorial Office will communicate whether fast track assessment is appropriate within 48 hours. If the Editors decide not to accept fast track assessment, the paper may be considered for the normal review process. Authors will also have the opportunity to withdraw their submission. Please note that fast track assessment does not in any way guarantee acceptance of the manuscript.
3. For manuscripts entering fast-track assessment, the first Editorial decision will be made within 7 working days. If provisionally accepted, a revised manuscript must be returned to the Editorial office as soon as possible.
4. If the manuscript is accepted for publication, the Editors will aim to publish it online 15 days after acceptance and in print within the following 8 weeks. Provided galley proofs are returned within 72 hours.

Please note: all authors of accepted articles are required to sign an authorship statement. If your article is accepted for Fast Track Publication, you will be required to submit this form *immediately*, a delay in submitting the form signed by ALL authors will result in a

delay in publication.

Ethical Consideration

The implemented guidelines are in accord with the Uniform Requirements for Manuscript Submitted to Biomedical Journals (<http://www.icmje.org/#privacy>). The editorial office reserves the right to edit the submitted manuscripts in order to comply with the journal's style. In any case, the authors are responsible for the published material. The research that involves human beings (or animals) must adhere to the principles of the Declaration of Helsinki (<http://www.wma.net/e/ethicsunit/helsinki.htm>).

For reports of randomized controlled trial authors should refer to the CONSORT statement (<http://www.consort-statement.org/>). In manuscripts that report research involving new treatments or procedures in humans, authors must indicate that informed consent to take part in the research was obtained from the participants or their legal guardians.

Authorship: Due to Uniform Requirements for Manuscript Submitted to Medical Journals "an Author" is generally considered to be someone who meets the conditions 1, 2, and 3. " 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published."

Plagiarism: The authors are not allowed to utilize verbatim text of previously published papers or manuscripts submitted elsewhere.

Preparation of Manuscripts

All submitted manuscripts must not exceed 5000 words (or for Editorials 1500 words and Correspondence 500 words), including References, Figure Legends and Tables. The number of Tables, Figures and References should be appropriate to the manuscript content and should not be excessive.

Style and spelling: Oxford English spelling should be used. Authors whose first language is not English are requested to have their manuscripts checked carefully before submission. This will help expedite the review

process and avoid confusion.

Abbreviations of standard SI units of measurement only should be used.

Sections of the manuscript: Clinical and pre-clinical papers should be divided into the following sections: (1) Title page, (2) Abstract and Keywords, (3) Introduction, (4) Methods, (5) Results, (6) Discussion, (7) Acknowledgments, (8) References, (9) Figure legends, (10) Appendices, (11) Text tables, (12) Figures.

General format: Prepare your manuscript text using a Word processing package (save in .doc or .rtf format).

Submissions of text in the form of PDF files are not permitted. Manuscripts should be double-spaced, including text, tables, legends and references.

Number each page. Please avoid footnotes; use instead, and as sparingly as possible, parenthesis within brackets. Enter text in the style and order of the journal. Type references in the correct order and style of the journal. Type unjustified, without hyphenation, except for compound words.

Type headings in the style of the journal. Use the TAB key once for paragraph indents. Where possible use Times New Roman for the text font and Symbol for the Greek and special characters.

Use the word processing formatting features to indicate **Bold**, *Italic*, Greek, Maths, Superscript and Subscript characters. Clearly identify unusual symbols and Greek letters. Differentiate between the letter O and zero, and the letters I and the number 1. Mark the approximate position of each figure and table.

Check the final copy of your paper carefully, as any spelling mistakes and errors may be translated into the typeset version.

Title page: The title page should include the following: (1) the title, (2) the name(s) of authors (no more than 12 authors are acceptable), (3) the institution(s) where work was performed, (4) the position, institution, and location of all authors, (5) the telephone number, fax number and e-mail address of the corresponding author (6) the institutional affiliations of the authors (including corporate appointments) should be acknowledged in a footnote.

Abstract: All abstracts may not contain more than 200 words. The abstract should be formatted with the following

heading: (1) Background, (2) Objective (3) Methods (4) Results, (5) Conclusion.

Keywords. A maximum of six keywords may be submitted.

Figures: The review process will not begin until all figures are received. Figures should be limited to the number necessary for clarity and must not duplicate data given in tables or in the text. They must be suitable for high quality reproduction and should be submitted in the desired final printed size so that reduction can be avoided. Figures should be no larger than 125 (height) x 180 (width) mm (5 x 7 inches) and should be submitted in a separate file from that of the manuscript.

Electronic submission of figures: Figures should be saved in TIFF or jpg format at a resolution of at least 300 pixels per inch at the final printed size for colour figures and photographs, and 1200 pixels per inch for black and white line drawings. Although some other formats can be translated into TIFF format by the publisher, the conversion may alter the tones, resolution and contrast of the image.

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Tables: Tables should be typed with double spacing, but minimizing redundant space, and each should be placed on a separate sheet. Tables should be submitted, wherever possible, in a portrait, as opposed to landscape, layout. Each Table should be numbered in sequence using Arabic numerals. Tables should also have a title above and an explanatory footnote below.

Acknowledgments: All sources of funding and support, and substantive contributions of individuals, should be noted in the Acknowledgments, positioned before the conflict of interest statement.

Conflict of interest: All authors must make a formal statement indicating any potential conflict of interest that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of

a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. The statement should be positioned before the list of references. If there are no conflicts of interest, please insert the wording 'Conflict of Interest: none declared'.

Reference Format

References should be identified in the text by Arabic numerals and numbered in the order cited. All references should be compiled at the end of the article in the Vancouver style:

Complete information should be given for each reference including the title of the article, abbreviated journal title and page numbers. All authors should be listed. Personal communications, manuscripts in preparation and other unpublished data should not be cited in the reference list but may be mentioned in parentheses in the text.

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1. Naves JE, Lorenzo-Zuniga V, Marin L, Manosa M, OLLER B, Moreno V, et al. Long-term outcome of patients with distal ulcerative colitis and inflammation of the appendiceal orifice. *J Gastrointest Liver Dis* 2011;**20**:355-8.

Chapter citation example:

2. Nichols WW, O'Rourke MF. Aging, high blood pressure and disease in humans. In: Arnold E, ed. *McDonald's Blood Flow in Arteries: Theoretical, Experimental and Clinical Principles*. 3rd ed. London/Melbourne/Auckland: Lea and Febiger; 1990. p.398-420.

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3. Panteghini M. Recommendations on use of biochemical markers in acute coronary syndrome: IFCC proposals. eJIFC 14. <http://www.ifcc.org/ejifcc/vol14no2/1402062003014n.htm> (28 May 2004) Where the date in parenthesis refers to the access date.

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The material should not be essential to understanding the conclusions of the paper, but should contain data that is additional or complementary and directly relevant to the article content. Such information might include more detailed methods, extended data sets/data analysis, list of investigators, or colour/additional figures.

All text and figures must be provided in suitable electronic formats (instructions for the preparation of supplementary data can be viewed here). All material to be considered as supplementary data must be submitted at the same time as the main manuscript for peer review. It cannot be altered or replaced after the paper has been accepted for publication. Please indicate clearly the material intended as Supplementary data upon submission. Also ensure that the Supplementary data is referred to in the main manuscript where necessary.

Statistics

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Sources of Funding

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al repositories, but must stipulate that public availability be delayed until 12 months after the first online publication. For further details of this policy please visit: Author Self-archivingPolicy.

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