

INSTRUCTION FOR AUTHORS

1. Scope of the journal

Journal of Cardio-Thoracic Medicine (JCTM) accepts Original Papers, Review Articles, Short Communications, Letters to the Editor and Image in Cardio-Thoracic Medicine in the fields of respiratory medicine, cardiology, cardio-thoracic surgery, heart and lung transplant.

2. Submission

Submissions must be made online at
http://jctm.mums.ac.ir/contacts?_action=logInForm

Manuscript must be accompanied by a covering letter to the Editor-in-Chief, including title and author(s) name and undertaking that it has not been published or submitted elsewhere. Manuscript should be typed in Microsoft Word format in double space with standard margins on both sides.

3. Manuscript section

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

4. The title page

The complete title of the manuscript, the name of all the authors with their highest qualifications, the department or institution to which they are attached, address for correspondence with telephone numbers, e-mail, and Fax number.

5. Abstract

All original articles must accompany a structured abstract up to 300 words. It should be structured as **Introduction, Materials and Methods, Results and Conclusions** followed by **3 to 5 Keywords**. Keywords will assist indexers in cross indexing the article as they are published with abstract. Use terms from the Medical Subject Headings (MeSH) list of index medicus Authors need to be careful that the abstract reflects the content of the article accurately.

6. 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.

7. Materials & Methods

This should include exact method or observation or experiment. 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. 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 and specify any general computer program used. The Info system used should be clearly mentioned.

8. Results

It must be presented in the form of text, tables and figure. 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.

9. Discussion

This should emphasize the present findings and the variations or similarities with other work done in the field by other workers. 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.

10. 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.

11. 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.

12. Tables

In limited numbers should be submitted with the **captions placed above**. Do not submit tables as photograph. Place explanatory matters in footnotes, not in the heading.

13. Figures

Should be in maximum 5 numbers, with high quality art work and mounted on separate pages. The captions **should be placed at the end of manuscript before references**. The same data should not be presented in tables, figures and text, simultaneously.

14. References

References should be numbered consecutively in the order of their citation in the text and should be identified by numbers in square brackets. The maximum number of references is 30 for Original Article and 15 for Case Reports. Works accepted for publication but not yet released should be indicated by "in press" in parentheses after the name of the publication concerned. Do not cite personal communications or unpublished work. Avoid using abstracts as references. References should conform to the format outlined below:

Journals

List the first 6 authors' surnames and initials, followed by "et al." (if more than 6 authors), full title of the article, correct abbreviation of the journal name (conform to that used in Index Medicus), year, volume number, first and last pages.

Cutlip DE, Windecker S, Mehran R, Boam A, Cohen DJ, van Es GA, et al. Clinical end points in coronary stent trials: a case for standardized definitions. *Circulation* 2007;115:2344–2351.

Books

List authors' surnames and initials, chapter title, editor's name(s) and initial(s), book title, edition, city, publisher, date, first and last pages. Schwartz DT. Diagnostic Imaging. In: Flomenbaum NE, Goldfrank LR, Hoffman RS, Howland MA, Lewin NA, Nelson LS, editors. *Goldfrank's Toxicologic Emergencies*. 8th ed. New York: McGraw-Hill; 2006. p.63-87

15. 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.

16. 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.

17. Corresponding author:

Will be supplied with 2 free issues.

18. Ethical guidelines:

Ethical considerations must be addressed in the Materials and Methods section. 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.

19. Page charges

There are no charges for publication in this Journal.

20. Copyright

The entire contents of the journal of cardiothoracic medicine are protected under international copyrights. This Journal is for your personal noncommercial use. You may not modify copy, distribute, transmit, display, or publish any materials contained on the Journal without the prior written permission of it or the appropriate copyright owner. [Copyright Form](#)

21. 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.

Preparation of Manuscripts

Original articles

Original articles should not exceed 300 words in abstract and 3500 in main text from introduction through references. They should be compiled in the following order: Title Page, Abstract, Introduction, Methods, Results, Discussion, Limitations, Conclusion, Acknowledgments, References, Tables with titles and Figures with legends (see below). The total number of tables and figures combined may not exceed 6, and the number of references may not exceed 30.

Case Reports

Case Reports should not exceed 250-300 words in abstract and 2500 words in main text from introduction through references. They should include following sections: Introduction, Case reports and Discussion (Comments). The total number of table and figures combined may not exceed 3-5, and the number of references may not exceed 15.

Short communication

These are short articles of original research consistent which are not exceeding 2500 words from introduction through references. On the second page, an abstract of fewer than 250 words should be included. The manuscript should be divided into the following sections: Introduction, Methods, Results, Discussion and Conclusion. The total number of tables and figures combined may not exceed 3, and the number of references may not exceed 15.

Letter to editor

Letters to the editor should be limited to commentaries on previous articles published in JCTM. Letters that are commentaries on previous articles must be submitted within 6 months after publication of the article. Length of Letters to the Editor should be no more than 2 pages, including references. Only 1 table or figure may accompany a Letter to editor.

Image in Cardio-Thoracic Medicine

Image in Cardio-Thoracic Medicine Should be limited to interesting images in the field of Cardio-Thoracic Medicine with short history of patient and maximum 4 Figures.

22. Disposal of material:

Once published, all copies of the manuscript, correspondence and artwork will be held for 6 months before disposal.

If submitting an Original Research Article you are required to complete and upload the [author disclosure form](#).