

# Guidelines for preparation of the 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 typewritten, double-spaced, on one side of the 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 a reference but if the method is new, give enough information so that another author is able to perform it. The 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. The 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, the 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 potentially conflicting interest, such as receiving funds or fees by, or holding stocks and shares in, an organization that may profit or lose through the 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.

**Please cite the name of International Journal of Reproductive BioMedicine as Int J Reprod BioMed.**

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

Chapter in a book: Author(s) of the chapter. Title: sub-title of the chapter. In: Author(s) (or editors) of the book. Title: sub-title of the 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 the 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 a photograph.

➤ **Figures**

Should be in limited numbers, with high-quality artwork 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](http://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:**

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**

Short communication can be in form of a 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.

❖ **Letter to the editor**

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**

The 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, acknowledgement, 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 a preferred size of 10 x 15 cm. Color transparencies or photos will be accepted at the discretion of Editorial Board. Figure number and the name of the senior author should be written on the back of each illustration. 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. The previously published material can be cited in a later review or commentary article, but it must be indicated using quotation marks if necessary.

Plagiarism of text from a previously published manuscript by the same or another author is a serious publication offence. Small amounts of text may be used, but only where the source of the material quoted is clearly acknowledged. Fraudulent data or data stolen from other authors is also unethical and will be treated accordingly. Any alleged offence is considered initially by the Editorial Team.

➤ **Conflicts of interest**

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

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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.

Proofs: A computer printout will be sent to the corresponding author to be checked for only typographical errors and other essential small changes before publication in order to avoid any mistakes. Major alternations to the text cannot be accepted at this stage. Proofs must be returned to the Editor within 2 days of receipt.

➤ **Responsibilities of authors**

The authors are responsible for the accuracy of all statements and data contained in the manuscript, accuracy of all references information, and for obtaining and submitting permission from the author and publisher of any previously published material included in the submitted manuscript. The corresponding author will receive an edited manuscript for "final author approval".

➤ **Disposal of material**

Once published, all copies of the manuscript, correspondence and artwork will be held for 1 year before disposal.