

The Thoracic and Cardiovascular Surgeon

Instructions for Authors

Submission of Manuscripts

Manuscripts must be submitted exclusively via online submission at

<http://mc.manuscriptcentral.com/tcsurgeon>

or link via

<http://www.thieme.de/fz/thoracic>

Submissions of hardcopy manuscripts will not be accepted. Please refrain from sending manuscripts via e-mail.

The Thoracic and Cardiovascular Surgeon publishes original papers on topics in thoracic and cardiovascular surgery. Also featured are case reports, "how to do it" papers, articles on our surgical heritage, collective and current reviews, correspondence, and book reviews. If a manuscript is accepted for publication, certain conditions must be agreed to by all authors. These include statements regarding conflict of interests, scientific responsibility, exclusive publication, and assignment of copyright. No part of the published material may be reproduced elsewhere without written permission from the publisher.

Checklist

The following checklist is provided for the author's convenience. Please use this list to make certain the manuscript is complete when submitted. Incomplete manuscripts cannot be accepted for editorial review.

General

For submission of all manuscripts, follow the instructions on the online submission system. Before submission, keep ready full metadata of the manuscript (title, full names with affiliation and addresses of all authors, and also, the complete list of keywords, figure legends and table legends). **The author submitting the manuscript will be corresponding author.**

Preparation of Manuscripts

- ▶ Type manuscript double-spaced throughout (including abstract, text, references, tables, and legends) using a standard text processor leaving 3 cm margins all around.
- ▶ A manuscript consists of the metadata describing the document, an abstract, the main document and figures and tables.
- ▶ Arrange the main document of the manuscript as follows: (1) text, (2) references, (3) legends. Number pages consecutively, beginning with the first page as page 1 and ending with the legend page.

Manuscript Types

Original article: A manuscript for an original article usually should not exceed 15 double-spaced typewritten pages, and should be proportionally shorter the more illustrations and tables are included.

Special reports: The text for case reports should not exceed around 1200 words (7200 letters, or around 4 typewriter pages), 4 figures may be included, and 5 references may be quoted directly in the text (for example *Allerhand* et al., *Thor Card Surg* 2000; 170: 611).

"How to do it": The text for a "how to do it" article should be even briefer, but with detailed illustrative material. Special reports

and "how to do it" articles that exceed the allowable length will not be considered for publication.

A concise, striking title attracts the reader's attention. Case reports and "how to do it" articles should end with a maximum of 3 authors (names, place) at the end of the manuscript. The following structure should be used: Introduction, Case description, Discussion.

- ▶ Referencing should be selective and pertain directly to the work being reported. As a general guide, original articles should have not more than 20 references, Special reports not more than 8, and "how to do it" articles not more than 5.

Metadata

Type and Title

During online manuscript submission you will have to choose the manuscript type ("Original Manuscript", "Original Thoracic", "Original Basic Science", "Short Communications", "Letters to the Editor", "Reviews", "Special Reports") and enter the title. Give the paper as short a title as possible (less than 95 letters and spaces; 85 for Special reports).

Abstracts

Provide a structured abstract *not longer than 175 words* for an original article. The abstract should be divided into four sections in the following order: Background, Methods, Results, Conclusion. Abstracts for Special reports and "how to do it" articles should be unstructured and shorter (50 to 75). An abstract must accompany every contribution, except for letters to the editor.

The abstract will be requested twice during online submission: Once you have to enter the abstract at the first step of online submission, a second time you will be requested to upload the abstract as separate file (Step 5).

Attributes

Include several (at least 3) key words to assist in crossindexing the article.

Authors and Institutions

Include only the names of the authors directly affiliated with the work. Include the name and location of not more than two institutional affiliations where the work was actually done.

Main Document

Text

- ▶ Generally, the text should be organized as follows: Introduction, Material and Methods, Results, and Discussion.
- ▶ *Cite references, illustrations, and tables in numerical order* in the text. (Order of mention in text determines the number given to each.)
- ▶ Consult the American Medical Association Manual of Style, 8th edition, for recommended abbreviations. Define abbreviations at first appearance, and avoid their use in the title and abstract.
- ▶ Give all measurements and weights in standard metric units. System International units are acceptable.
- ▶ Credit suppliers of drugs, equipment, and other brand-name material mentioned in the paper in parentheses in text, giving company name and location.
- ▶ Type acknowledgments, including complete grant or subsidy information from both profit and nonprofit organizations, at the end of the text before the references.

References

- ▶ Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals placed in square brackets. In the numbered reference list at the end of the text, use the style of the examples below. Use *Index Medicus* abbreviations for journal titles. If possible, the “endnote” function of the text processor should be used for the management of references.

Articles

1. Brandt M, Koch MT, Steinhoff G et al. Do long-term results justify bridging to heart transplantation in patients with multi-organ dysfunction? *Thorac Cardio Surg* 1996; 44: 277–81. (List all authors if 6 or fewer; otherwise list first 3 and add “et al.”)

Chapters in Books

1. Hermann MV, Cohn PF. Ventricular function in coronary artery disease. In: Donoso E, Gorlin R (eds). *Angina Pectoris*. Stuttgart: Thieme, 1977: 92–99.

Legends

Type legends double-spaced. Numbers should be Arabic and correspond to the order in which the illustrations or tables occur in the text. Identify (in alphabetical order) all abbreviations appearing in the illustrations at the end of each legend. Give the type of stain and magnification power for all photomicrographs.

Tables

- ▶ Tables should be uploaded as separate files. They should be typewritten double-spaced, each with a table number (Arabic) and title above the table and explanatory notes and legends below. Provide a key in alphabetical order to each table to identify all abbreviations used; this key should be placed below any explanatory notes.
- ▶ Tables should be self-explanatory, and the data should not be duplicated in the text or illustrations. If a table provides redundant information, it will be deleted.

Figures

Please upload figures as separate files. They should not be integrated into the text document. Please provide graphic files with sufficient resolution: Coloured and black-white bitmaps: 300 dpi; diagrams and line drawings: 600 dpi minimum.

Details and Comments

In the course of online submission you must agree to certain conditions (statements regarding human investigations, animal care, scientific responsibility, exclusive publication, and conflict of interest). Additionally a cover letter has to be provided. If the paper has been or is to be presented at the annual meeting of The German Society for Thoracic and Cardiovascular Surgery or another scientific organization, provide the name, location, and dates of the meeting in the cover letter.

Human Investigation

Include the date of approval by the local institutional human research committee or the ethical guidelines that were followed by the investigators in the Material and Methods section of the manuscript.

Humane Animal Care

The Material and Methods section must contain a statement assuring that all animals have received humane care in compliance with the “Guide for the Care and Use of Laboratory Animals” published by the National Institutes of Health (NIH publication 85-23, revised 1985).