

## Guidelines for authors of „Osteologie / Osteology Bone Metabolism and Skeletal Diseases“

|   | Original Papers  | Review Articles | Case Reports | Editorial  | Submission via ScholarOne Manuscripts ( <a href="https://mc.manuscriptcentral.com/osteo">https://mc.manuscriptcentral.com/osteo</a> )   |
|---|--|-----------------|--------------|--|---|
| <b>Aims and Scope</b>                   | The journal Osteology/Osteology published original papers and review articles, and case reports from the field of osteology. The manuscripts should correspond to the content of the section in which they are to be published.  |                 |              |  | All manuscript submissions should be entered online at <a href="https://mc.manuscriptcentral.com/osteo">https://mc.manuscriptcentral.com/osteo</a><br><br><b>Please note:</b> Manuscripts that you have written at the invitation of the editor or guest editor, please mark the relevant checkbox during the submission. |
| <b>Authors and Institutions</b>         | Names, addresses or any information which may indicate the identity of the author(s) may not be included in the manuscript. A divided first authorship is allowed. All institutional listings in English. Within the manuscript names and address must not be used as well as any information that conclude towards the authors.   |                 |              |  | Entry only in specified input fields during submission in Scholar One. Please do not include in main text document.   |
| <b>Title</b>                            | English and German <sup>1</sup> - short, concise, a maximum of 50 words in each language. Enter second language title in the appropriate window. (For authors who do not know German: insert “n/a” in- stead.)   |                 |              |  | Entry only in specified input fields during submission in Scholar One. Please do not include in main text document.   |
| <b>Abstract (Zusammenfassung)</b>       | A German <sup>1</sup> and an English summary (up to 1,800 characters incl. space bars for each language). Divide the summary in <b>aim, methods, results, conclusion</b> .   |                 |              | <b>No abstract / keine Zusammenfassung</b><br>(please insert “n/a” in the appropriate window when submitting your manuscript online) | Entry only in the specified input field during submission in Scholar One. Please do not include in main text document. Please do not upload it as a separate file during the file upload, except for corrections in revisions   |
| <b>Keywords (Schlüsselwörter)</b>       | 3–6 keywords in German <sup>1</sup> and English.   |                 |              | <b>No keywords / keine Schlüsselwörter</b><br>(please insert “na” in the appropriate window when submitting your manuscript online)  | Entry only in specified input fields during submission in Scholar One. You can choose from the key words in the list or enter your own key words in the input fields.   |
| <b>Main text manuscript<sup>2</sup></b> | The manuscript should be organized according to the type. Manuscript main text in Word format. References to figures and tables: should appear chronologically in the manuscript main text. Abbreviate using “Fig.”; and “Tab.”. Literature references: all literature in the bibliography is to be cited in the manuscript main text using Arabic numerals surrounded by square brackets. The bibliography appears after the manuscript main text and lists all literature. See “Citation Format” in this table for examples. |                 |              |  | Upload a docx-file of the manuscript with reference list ( <b>without</b> summary, figures and tables); <i>File Designation: 1. Main Document</i>   |
| <b>Size of text</b>                     | Up to 22,000 characters incl. spaces   |                 |              | Up to 3500 characters + photo of the author  | <b>Revision of a manuscript:</b><br>Save your peer-reviewed word-file on your local harddrive. Make your changes transparent by using “Track Changes” in MS Word <sup>3</sup> .   |

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| <b>Structure</b>                         | It is essential to divide the manuscript in e.g. Summary, Introduction, Material and Methods, Results, Discussion, Conclusion, and Literature. The most important sections should be stressed by subheadings.  | Introduction, followed by structure according to articles characteristics   | Short introduction – description of the case including methods and results – short discussion including general conclusion. | Contribution-specific | <b>Revision of a manuscript:</b><br>Save your peer-reviewed word-file on your local harddrive. Make your changes transparent by using “Track Changes” in MS Word <sup>3</sup> .   |
| <b>References for tables and figures</b> | Figures and tables must be cited in parentheses in the text in numerical order, e. g. (Fig. 1, Tab. 1). Legends for figures and tables should appear at the end of the manuscript.   |   |   |                       |   |
| <b>References for cited literature</b>   | <ul style="list-style-type: none"> <li>• Arranged and numbered consecutively, max. 40 references. According to Index Medicus and Vancouver style (see below).</li> </ul>   | <ul style="list-style-type: none"> <li>• Only the most important five references (in Vancouver style) should be listed</li> </ul> |   |                       |   |
| <b>Figures Preparation</b>               | <ul style="list-style-type: none"> <li>• Figure quality: 1000 pixel width (300 dpi with a width of 8.5 cm)</li> <li>• File formats: JPG or TIFF for images; Word, PowerPoint or Excel for diagrams (also referred to in manuscript as “Fig.”)</li> <li>• Figures with multiple sub-elements: please use small letters to classify each (a, b, c, d, etc.). Do not import figures in the text.</li> <li>• Symbols, lettering, and numbering should be clear and large enough to remain legible after the figure has been reduced to fit the width of a column.</li> <li>• Use only one type-size.</li> <li>• Image files accompanying a manuscript must be supplied electronically in separate files to the main text.</li> </ul> |   |   |                       | Upload in Scholar One individually; File Designation: 2. Image<br><br>Figure legends including figure number should be entered in the appropriate field during the file upload – look for “Caption/ Legend” during file upload. (Do not submit figure legends via Word file.) |
| <b>Tables</b>                            | <ul style="list-style-type: none"> <li>• Each table must have a table legend and either one table header over all columns or a header for each column. The editors and the publisher reserve the right to publish some of the tables online only especially large ones, if their size exceed the provided space. - Upload all tables together as one Word file in Scholar One;</li> <li>• File Designation: 3. Table</li> </ul>  |   |   |                       |   |

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| <b>Code names / fake names / fictional personal data</b> | <p>According to Thieme guidelines, data about actual persons must be systematically alienated to protect personal rights and to make code names always recognizable as such.</p> <p>If one or several persons are provided with code names in pictures or texts, the following options are to be used:</p> <ul style="list-style-type: none"> <li>• <b>Individual persons</b> (for example individual persons on forms / exemplary filled in prescriptions / templates): <ul style="list-style-type: none"> <li>○ male: Herr M., M. Mustermann, Max Mustermann</li> <li>○ female: Frau M., E. Musterfrau, Erika Musterfrau</li> </ul> </li> <li>• <b>Several persons</b> (for example exemplary tables / charts / surveys / complex case examples): <ul style="list-style-type: none"> <li>○ male: Alexander, Alfred, Felix, Johannes, Julius, Karl, Leon, Ludwig, Niklas, Samuel</li> <li>○ female: Anna, Charlotte, Clara, Emma, Frieda, Johanna, Laura, Lena, Mia, Sophie</li> </ul> </li> <li>• Use of surnames: <b>As standard, only abbreviated surnames are used.</b> Valid abbreviations are: B., D., L., M., N., P., R., S., T. If absolutely necessary in an individual case, the following written-out German surnames are also valid: Bauer, Müller, Meyer, Schneider, Fischer.</li> <li>• <b>Individual persons</b> (English): <ul style="list-style-type: none"> <li>○ male: Mr. D., J. Doe, Jon Doe</li> <li>○ female: Ms. D., J. Doe, Jane Doe</li> </ul> </li> <li>• <b>Several persons</b> (English): <ul style="list-style-type: none"> <li>○ male: Andrew, Charles, David, George, James, Michael, Matthew, Robert, Thomas, William</li> <li>○ female: Anne, Bridget, Catherine, Emily, Elizabeth, Jane, Melissa, Sarah, Susan, Victoria</li> </ul> </li> <li>• If absolutely necessary in an individual case, the following written-out English surnames are also valid: Brown, Jones, Smith, Taylor, Williams.</li> <li>• If <b>names from further language areas</b> are required (for example Turkish, Russian, Spanish names), they must be unambiguously labeled as editorially changed names in the text as well as in the caption of figures (for example within a footnote or with the phrase “editorially changed names” in parentheses).</li> <li>• Further fictional data is combined with the word “Muster” or the word “sample” in English (for example Musterfirma, Musterinstitut, Sample Company, Sample Institute). Furthermore, the following applies: <ul style="list-style-type: none"> <li>○ addresses: Musterstraße 123, 1234 Musterstadt</li> <li>○ date of birth without numbers: TT.MM.JJJJ</li> <li>○ phone number: (01234) 56789-0</li> <li>○ medication: Mustermedikament</li> <li>○ result: Musterbefund</li> </ul> </li> </ul> |
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| <b>Tables Preparation</b>  | <ul style="list-style-type: none"> <li>• always with German and English legend</li> <li>• Create tables using Word or Excel. Each table should be appropriately numbered.</li> </ul>  |                 |              |           | Upload tables as word-file (editable word-tables, <b>not as images within a word-file</b> ) at <i>file designation: 3. Table</i>         |
| <b>Videos</b>  | Format: *.avi, *.mpg., *.mov or *.wmv.<br>Labelling according to appearance within the main part of the manuscript (video 1, video 2,...)   |                 |              |           | <i>File designation: supplementary file</i>  |
| <b>References style</b>  | max. 40 quotes  |                 |              |           |  |
| <b>Citation</b>  | According to Index Medicus and Vancouver style:<br>Magazines:<br>1. Hadji P. Aromatase inhibitor-induced osteoporosis. <i>Osteology</i> 2010; 19: 144-148.<br>Books:<br>1. DVO e. V. Osteoporosis Guideline - Prophylaxis, Diagnostics and Therapy; Long version 2006. Stuttgart, New York: Schattauer 2006.<br>2. Kurth A, Stumpf U. What is differential therapy for osteoporosis? In: Faßbender W, Pfeilschifter J, ed. <i>osteoporosis compact</i> . Stuttgart, New York: Schattauer 2008; 156–170. |                 |              |           |  |
| <sup>1</sup> Authors who do not know German may provide English only. An abstract in English is required except for case reports.<br><sup>2</sup> Values quoted here include blank spaces and refer to the length of the manuscripts including the bibliography. The number of characters can easily be found in Microsoft Word using “Tools” → “Word Count”.<br><sup>3</sup> To activate the “Track Changes” function in Word, go to “Tools” → “Track Changes” → “Highlight Changes”. Activate all check boxes in the “Highlight Changes” window. |   |                 |              |           |  |