

## Guidelines for authors of „Zeitschrift für Orthopädie und Unfallchirurgie“

|   | Original Article   | Review   | Case Report  | Videopaper<br>(Submission <b>video</b> via<br><a href="https://www.mediathek-dgch.de/film-einreichen/">https://www.mediathek-dgch.de/film-einreichen/</a><br>Submission <b>manuscript</b> via<br><a href="https://mc.manuscriptcentral.com/zorthop">https://mc.manuscriptcentral.com/zorthop</a> ) | Original Article, Review, Case Report, Videopaper<br>(manuscript ONLY):<br>Submission via Scholar One Manuscripts<br>( <a href="https://mc.manuscriptcentral.com/zorthop">https://mc.manuscriptcentral.com/zorthop</a> )  |
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| <b>Titel</b>                                  | German and English, short, informative, max. 200 characters <sup>1</sup> in each language  |  |  |  | Only use the input field  |
| <b>Author names and institution addresses</b> | Provide full surnames and names of all authors. Provide complete address of all involved institutions. No author names, institutions and addresses in the main document  |  |  |  | Only use the input field  |
| <b>Abstract</b>                               | German and English; max. 3500 characters <sup>1</sup> in each language   |  | German and English; max. 1250 characters <sup>1</sup> in each language                                 |  | Only use the input field  |
| <b>Keywords</b>                               | 3-5 Keywords in German and English   |  |  |  | Only use the input field  |
| <b>Mini-Abstract for Table of Contents</b>    | Max. 300 characters <sup>1</sup> , summarize the essential information in 1-2 sentences  |  |  |  | Only use the input field  |
| <b>Main Document</b>                          | Publication is possible in German or English   |  |  |  | Upload Manuscript and Reference list (without Abstract, figures or tables) as one Word document:<br>File Designation: 1. Main Document <i>For Revision</i> :<br>Download the peer reviewed manuscript on your hard disk. Use the Word feature „track changes“ to mark your modifications. |
| <b>Number of characters</b>                   | Max. 31.500 characters <sup>1</sup>  | Max. 45.000 characters <sup>1</sup>  | Max. 13.500 characters <sup>1</sup><br>CAVE: min. 2 cases must be reported                             | Max. 10.000 characters <sup>1</sup>  |   |
| <b>Structure</b>                              | <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Patients/methods and material</li> <li>• Results</li> <li>• Discussion</li> <li>• Conclusion</li> </ul>   | <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Text</li> <li>• References</li> </ul> | <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Text</li> <li>• References</li> </ul> | <ul style="list-style-type: none"> <li>• Introduction / Teaser</li> <li>• Case presentation</li> <li>• Surgical procedure (Explanation of the steps of the OP displayed in the video)</li> <li>• Conclusion</li> </ul>   |   |
| <b>Conflict of interest</b>                   | Please state your conflict of interest.  |  |  |  | Only use the input field  |
| <b>Acknowledgement</b>                        | All persons who made minor contributions to the study and all independent organisations that provided financial support must be listed.  |  |  |  | Only use the input field  |
| <b>Legends</b>                                | At the end of the main document, please list all figure and table legends.   |  |  |  | Only use the input field  |
| <b>Figures</b>                                | <ul style="list-style-type: none"> <li>• Colour or Black-and-White image files: *.tif, *.jpg (resolution: 300 dpi).</li> <li>• charts or drawings: in vector format, Word, PowerPoint or Excel; or as image file (e.g. *.tif oder *.jpg), resolution: 600 dpi</li> <li>• parts of figures: mark with small letters (a, b, c, d...)</li> <li>• every figure needs a legend</li> </ul> |  |  |  | Not integrated in the main document, upload individually<br><i>File Designation: 2. Figure</i><br>For *.tif and *.jpg files use the input field „Legend“ for the legend.  |

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| <b>Code names / fake names / fictional personal dat</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. 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</b> persons (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>Severall</b> persons (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</b> persons (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>Severall</b> persons (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> |         |             |  |  |
| <b>Tables</b>   | Every table needs a legend   |         |             |  | Upload as Word-File<br><i>File Designation: 3. Table</i>   |
| <b>References</b>                                       | Max. 30  | Max. 50 | Max. 10     | Max. 10  |  |
| <sup>1</sup> Incl. blanks                               |  |         |             |  |  |