

# Instructions to Authors

The *Taiwanese Journal of Obstetrics and Gynecology (TJOG)* is the official peer-reviewed and SCIE-indexed journal of the Taiwan Association of Obstetrics and Gynecology, which aims to promote and improve women's health. The Journal is also indexed in MEDLINE, SCOPUS, EMBASE, and SIIC Data Bases, and is published quarterly by Elsevier.

Authors are welcome to submit reviews, original articles, short communications, case reports, research letters and correspondence in the field of obstetrics and gynecology. The Editorial Board requires authors to be in compliance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals (URMs)*, which are compiled by the International Committee of Medical Journal Editors (ICMJE); current URMs are available at <http://www.icmje.org>.

## 1. Manuscript Submission

Please use only one of the two following submission methods below. Do NOT submit your manuscript using both methods.

### 1.1. Submission by E-mail

Manuscripts (meaning all submission items, including all text, tables, artwork, cover letter, conflicts of interest disclosures, and any other required documents/material as detailed in Section 1.4.) can be submitted by e-mail to the Editorial Office at [obsyntw@tpts6.seed.net.tw](mailto:obsyntw@tpts6.seed.net.tw).

### 1.2. Submission by Post

Three copies of the original manuscript, one copy of each of the applicable supporting documents detailed in Section 1.4., two Checklists (available at the end of these author instructions), and a disk (containing the electronic copies of the manuscript and supporting documents) can be posted to the Editorial Office, addressed to:

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Editor-in-Chief,  
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Taiwan Association of Obstetrics and Gynecology  
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### 1.3. Important Information

- Articles should be in Microsoft Word document format and prepared in the simplest form possible. We will add in the correct font, font size, margins and so on according to the Journal's style.
- You may use automatic page numbering, but do NOT use other kinds of automatic formatting such as footnotes, headers and footers.
- Put text, references, table headings and tables, and figure legends in one file.

- Figures must be submitted as separate picture files, at the correct resolution and named according to the figure number and format, e.g., "Fig1.tif", "Fig2.jpg". Please see Section 8.8. for more information.

## 1.4. Supporting Documents

*The following documents must be included in your submission (refer also to the Checklist that follows these author instructions). Items (1), (2) and (3) are mandatory. Items (4), (5) and (6) are required only if they are applicable to your manuscript.*

- (1) Cover Letter. This must include the following information:
  - title of the manuscript
  - corresponding author details (name, e-mail, mailing address, telephone and fax numbers)
  - a statement that the material contained in the manuscript has not been previously published and is not being concurrently submitted elsewhere
  - persons who do not fulfill the requirements to be listed as authors but who nevertheless contributed to the manuscript (such as those who provided writing assistance, for example) should be disclosed
  - signature of the corresponding author
- (2) Authorship & Conflicts of Interest Statement. Each author's contribution to the manuscript should be listed. Any and all potential and actual conflicts of interest should also be listed (see Section 2 for more information). Please use the *TJOG Authorship & Conflicts of Interest Statement* form that follows these author instructions and that is also provided on the Journal's website at [www.tjog-online.com](http://www.tjog-online.com). Your signature and those of ALL your coauthors must be included.
- (3) Copyright Transfer Agreement. In the event that your manuscript is accepted for publication in the *TJOG*, you are required to transfer all copyright ownership in and relating to the work to the Taiwan Association of Obstetrics and Gynecology. Please use the *TJOG Copyright Transfer Agreement* form that follows these author instructions and that is also provided on the Journal's website at [www.tjog-online.com](http://www.tjog-online.com). Your signature and those of ALL your coauthors must be included.
- (4) Ethics Statement. Articles covering the use of human or animal samples in research, or human or animal experiments must be accompanied by a letter of approval from the relevant review committee or authorities. See Section 3 for more information.
- (5) Consolidated Standards of Reporting Trials (CONSORT) flow chart for randomized controlled trials submitted for publication. See Section 4 for more information.
- (6) Copyright Permission. If you have reproduced or adapted material from other copyrighted sources, the letter(s) of permission from the copyright holder(s) to reproduce or adapt the copyrighted sources must be supplied. Otherwise, such material must be removed from your manuscript.

## 2. Disclosure of Conflicts of Interest

A conflict of interest occurs when an individual's objectivity is potentially compromised by a desire for financial gain, prominence, professional advancement or a successful outcome. *TJOG* Editors strive to ensure that what is published in the Journal is as balanced, objective and evidence-based as possible. Since it can be difficult to distinguish between an actual conflict of interest and a perceived conflict of interest, the Journal requires authors to disclose all and any potential conflicts of interest.

Conflicts of interest may be financial or non-financial. Financial conflicts include financial relationships such as honoraria; educational grants; participation in speakers' bureaus; membership, employment, consultancies, stock ownership, or other equity interest; expert testimony or patent-licensing arrangements. Non-financial conflicts include personal or professional relationships, affiliations, academic competition, intellectual passion, knowledge or beliefs that might affect objectivity.

Please ensure that the name of each author listed in your manuscript appears in either Section I or Section II on page 2 of the *TJOG Authorship & Conflicts of Interest Statement* form (an author's name cannot appear in both Section I and Section II of the form).

## 3. Ethical Approval of Studies and Informed Consent

For human or animal experimental investigations described in original articles, appropriate institutional review board or ethics committee approval is required, and such approval should be stated in the methods section of the manuscript. For those investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki should be followed (World Medical Association. *Declaration of Helsinki: ethical principles for medical research involving human subjects*. Available at: <http://www.wma.net/en/30publications/10policies/b3/17c.pdf>).

For work involving animals, the guidelines for their care and use that were followed should be stated in the methods section of the manuscript. For those investigators who do not have formal institutional guidelines relating to animal experiments, the *European Commission Directive 86/609/EEC for animal experiments* (available at [http://ec.europa.eu/environment/chemicals/lab\\_animals/legislation\\_en.htm](http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm)) should be followed and the same should be stated in the methods section of the manuscript.

## 4. Reporting Clinical Trials

All randomized controlled trials submitted for publication should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart (please go to <http://www.consort-statement.org> for more information). The *TJOG* has adopted the ICMJE proposal that requires, as a condition of consideration for publication of clinical trials, registration in a public trials registry. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration. Further information can be found at <http://www.icmje.org>.

## 5. Previous Publication or Duplicate Submission

Submitted manuscripts are considered with the understanding that they have not been published previously in print or electronic format (except in abstract or poster form) and are not under consideration in totality or in part by another publication or electronic medium.

## 6. Basic Criteria

Articles should be written in English, using American English spelling, and meet the following basic criteria: the material is original, the information is important, the writing is clear and concise, the study methods are appropriate, the data are valid, and the conclusions are reasonable and supported by the data.

For manuscripts that are judged by *TJOG* Editors to be written in poor English but otherwise worthy of consideration for publication, authors are required to pay for the English polishing of their manuscript. Otherwise, the Editorial Office reserves the right to reject the manuscript for publication.

## 7. Article Categories

The categories of articles that are published in the Journal are listed and described below. Please select the category that best describes your paper. If your paper does not fall into any of these categories, please contact the Editorial Office.

### 7.1. Review Articles

These should aim to provide the reader with a balanced overview of an important and topical issue in research or clinical practice. They should cover aspects of a topic in which scientific consensus exists as well as aspects that remain controversial and are the subject of ongoing scientific research. All articles and data sources reviewed should include information about the specific type of study or analysis, population, intervention, exposure, and tests or outcomes. All articles or data sources should be selected systematically for inclusion in the review and critically evaluated.

### 7.2. Original Articles

These articles typically include randomized trials, intervention studies, studies of screening and diagnostic tests, laboratory and animal studies, cohort studies, cost-effectiveness analyses, case-control studies, and surveys with high response rates, which represent new and significant contributions to the field.

Section headings should be: Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgments (if any), and References.

The Introduction should provide a brief background to the subject of the paper, explain the importance of the study, and state a precise study question or purpose.

The Materials and methods section should describe the study design and methods (including the study setting and dates, patients/participants with inclusion and exclusion criteria, patient samples or animal specimens used,

the essential features of any interventions, the main outcome measures, the laboratory methods followed, or data sources and how these were selected for the study), and state the statistical procedures employed in the research.

The Results section should comprise the study results presented in a logical sequence, supplemented by tables and/or figures. Take care that the text does not repeat data that are presented in tables and/or figures. Only emphasize and summarize the essential features of the main results.

The Discussion section should be used to emphasize the new and important aspects of the study, placing the results in context with published literature, the implications of the findings, and the conclusions that follow from the study results.

### **7.3. Short Communications**

These should be concise presentations of preliminary experimental results, instrumentation and analytical techniques, or aspects of clinical or experimental practice that are not fully investigated, verified or perfected but which may be of widespread interest or application.

Section headings should be: Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgments (if any), and References.

The Editors reserve the right to decide what constitutes a Short Communication.

### **7.4. Case Reports**

These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel techniques or use of equipment, or new information on diseases of importance. Section headings should be: Abstract, Introduction, Case report, Discussion, Acknowledgments (if any), and References.

The Introduction should describe the purpose of the present report, the significance of the disease and its specificity, and briefly review the relevant literature.

The Case report should include the general data of the case, medical history, family history, chief complaint, present illness, clinical manifestation, methods of diagnosis and treatment, and outcome.

The Discussion should compare, analyze and discuss the similarities and differences between the reported case and similar cases reported in other published articles. The importance or specificity of the case should be restated when discussing the differential diagnoses. Suggest the prognosis of the disease and possibility of prevention.

### **7.5. Research Letters**

These include short interesting case reports that do not meet the requirement of being truly exceptional. Research Letters do not require an abstract and headings of Introduction, Case report and Discussion. The Editors reserve the right to decide what constitutes a Research Letter.

### **7.6. Correspondence**

Brief constructive comments in response to previously published *TJOG* articles or relating to a topical subject in the field, as well as other communications of general interest are welcome. They are edited, sometimes extensively, to sharpen their focus. They may be sent for peer review at the discretion of *TJOG* Editors.

Correspondence should have a title, and the corresponding author's mailing and e-mail addresses.

### **7.7. Editorials**

Editorials are invited comments concerning a specific paper in the Journal or a topical issue in the field. While normally invited, unsolicited editorials may be submitted and will be given due consideration.

## **8. Manuscript Preparation**

Text should be typed double-spaced on white A4 (297 X 210 mm) paper, with outer margins of 2.5 cm. The manuscript should include a title page, abstract and keywords, text, acknowledgments (if any), references, and figures and tables as appropriate. Each section of the manuscript should begin on a new page. Pages should be numbered consecutively, beginning with the title page.

### **8.1. Title Page**

The title page should contain the following information (in order, from the top to bottom of the page):

- article category
- article title
- names (spelled out in full) of all authors\*, and the institutions with which they are affiliated; indicate all affiliations with a superscripted lowercase letter after the author's name and in front of the matching affiliation
- conflicts of interest statement\*\*
- corresponding author details (name, e-mail, mailing address, telephone and fax numbers)

*\*The name of each author should be written with the family name last, e.g., Wan-Lin Chang. Authorship is restricted only to direct participants who have contributed significantly to the work.*

*\*\*Since it is difficult to distinguish between an actual conflict of interest and a perceived conflict of interest, the *TJOG* requires authors to disclose all and any potential conflicts of interest and let readers judge for themselves. Therefore, please ensure that you provide information about any potential financial and non-financial conflicts of interest (see Section 2 for more information) in a concise statement before the corresponding author details.*

### **8.2. Abstracts and Keywords**

An abstract of no more than 250 words and up to 6 relevant keywords (in alphabetical order) are required for the following article categories: Review Articles, Original Articles, Short Communications, and Case Reports.

Abstracts for Original Articles, Case Reports and Short Communications should be structured (according to the article Categories).

And abstracts for Editorial, Review Article, Research Letters, and Correspondence should be unstructured.

Abstracts for Original Articles should be structured into the following sections. *Objective*: briefly explain the importance of the study topic and state a precise study question or purpose. *Materials and methods*: briefly introduce the methods used to perform the study; include information on the study design, setting, subjects, interventions, outcome measures and analyses as appropriate. *Results*: briefly present the significant results, with data and statistical details such as *p* values where appropriate; be sure that information in the abstract matches that in the main text. *Conclusion*: state the meaning of your findings, being careful to address the study question directly and to confine your conclusions to aspects covered in the abstract; give equal emphasis to positive and negative findings.

Abstracts for Case Reports should be structured into the following sections. *Objective*: state the specific purpose of the work. *Case report(s)*: summarize the pertinent features of the clinical findings, important laboratory abnormalities, treatment, and outcomes. *Conclusion*: summarize the principal findings.

Keywords should be taken from the Medical Subject Headings (MeSH) list of Index Medicus (<http://www.nlm.nih.gov/mesh/meshhome.html>).

No abstract or keywords are required for Research Letters, Correspondence and Editorials.

### **8.3. Main Text**

The text for Original Articles and Short Communications should be organized into the following sections: Introduction, Materials (or Patients) and methods, Results, Discussion, and References. The Introduction should discuss the objective of the reported work and provide relevant background information. The Materials and methods should identify the population or patient samples in the study and explain the methods used. The Results should explain all the important findings and provide information about the accuracy and reliability of the results. The Discussion should state the implications of the findings and any conclusions based on the findings.

Sections for Case Reports are: Introduction, Case Report(s), Discussion, and References.

The text for Review Articles should be divided into logical sections with appropriate headings.

The text For Research Letters, Correspondence and Editorials should be in one single section with appropriate paragraphs, but there should be no section headings.

Please note that writing errors will result in immediate rejection of the paper.

#### **8.3.1. Abbreviations**

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. An abbreviation should not be first defined in any section heading; if an abbreviation has previously been defined in the text, then

the abbreviation may be used in a subsequent section heading. Restrict the number of abbreviations to those that are absolutely necessary.

#### **8.3.2. Numbers**

Numbers that begin a sentence or those that are less than 10 should be spelled out using letters. Centuries and decades should be spelled out, e.g., the *Eighties* or *nineteenth century*. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

#### **8.3.3. Units**

Système International (SI) units must be used, with the exception of blood pressure values which are to be reported in mmHg. Use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

#### **8.3.4. Names of drugs, devices and other products**

Use the Recommended International Non-proprietary Name (rINN) for medicinal substances, unless the specific trade name of a drug is directly relevant to the discussion. Generic drug names should appear in lowercase letters in the text. If a specific proprietary drug needs to be identified, the brand name may appear only once in the manuscript in parentheses following the generic name the first time the drug is mentioned in the text.

For devices and other products, the specific brand or trade name, the manufacturer and their location (city, state, country) should be provided the first time the device or product is mentioned in the text, for example, "...SPSS version 11 was used (SPSS Inc., Chicago, IL, USA)". Thereafter, the generic term (if appropriate) should be used.

#### **8.3.5. Gene nomenclature**

Current standard international nomenclature for genes should be adhered to. For human genes, use genetic notation and symbols approved by the HUGO Gene Nomenclature Committee (<http://www.genenames.org>). You may also refer to the resources available on PubMed at <http://www.ncbi.nlm.nih.gov/guide/genes-expression>. The Human Genome Variation Society has a useful site that provides guidance in naming mutations at <http://www.hgvs.org/mutnomen/index.html>. In your manuscript, genes should be typed in italic font and include the accession number.

#### **8.3.6. Statistical requirements**

Statistical analysis is essential for all research papers except Case Reports. Use correct nomenclature for statistical methods (e.g., two sample *t* test, not unpaired *t* test). Descriptive statistics should follow the scales used in data description. Inferential statistics are important for interpreting results and should be described in detail.

All *p* values should be presented to the third decimal place for accuracy. The smallest *p* value that should be expressed is  $p < 0.001$  since additional zeros do not convey

useful information; the largest  $p$  value that should be expressed is  $p > 0.99$ .

#### 8.3.7. *Personal communications and unpublished data*

These sources cannot be included in the references list but may be described in the text. The author(s) must give the full name and highest academic degree of the person, the date of the communication, and indicate whether it was in oral or written (letter, fax, e-mail) form. A signed statement of permission should be included from each person identified as a source of information in a personal communication or as a source for unpublished data.

#### 8.4. *Funding/Support Statement*

All financial and material support for the research, work, writing and editorial assistance from internal or external agencies, including commercial companies, should be clearly and completely identified in a Funding/Support Statement in a concise paragraph after the main text.

#### 8.5. *Acknowledgments*

After the Funding/Support Statement (if any), general acknowledgments for consultations and statistical analyses should be listed concisely, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section. Those acknowledged should not include secretarial, clerical or technical staff whose participation was limited to the performance of their normal duties.

#### 8.6. *References*

Authors are responsible for the accuracy and completeness of their references and for correct in-text citation.

##### 8.6.1. *In the main text, tables and figure legends*

- References should be indicated by numbers in square brackets in line with the text, and numbered consecutively according to order of appearance in the text. [The actual authors can be referred to, but the reference number(s) must always be given.]
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the main text.
- Do not cite abstracts unless they are the only available reference to an important concept.
- Do not cite uncompleted work or work that has not yet been accepted for publication (i.e., “unpublished observation”, “personal communication”) as references. Also see Section 8.3.7.

##### 8.6.2. *In the references list*

- References should be compiled at the end of the manuscript according to the order of citation in the text, i.e., in numerical order, NOT alphabetical order.
- References should be limited to those cited in the text only.

- Journal references should include, in order, authors' surnames and initials, article title, abbreviated journal name, year, volume and inclusive page numbers.
- The surnames and initials of all the authors up to 6 should be included, but when authors number 7 or more, list the first 6 authors only followed by “et al”.
- Abbreviations for journal names should conform to those used in MEDLINE.
- If citing a website, provide the author information, article title, website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.

Examples of the most common reference types are provided below. (Please pay particular attention to the formatting, word capitalization, spacing and style.)

##### *Standard journal article*

Kanamori C, Kanamori T, Tanaka Y, Kanzaki H. Three-cycle fentanyl patch system contributes to stable control of plasma fentanyl concentration in gynecologic cancer pain patients. *Taiwan J Obstet Gynecol* 2011;50:79–84.

##### *Journal article with more than 6 authors*

Chen CP, Wu PC, Lin CJ, Chern SR, Tsai FJ, Lee CC, et al. Unbalanced reciprocal translocations at amniocentesis. *Taiwanese J Obstet Gynecol* 2011;50:48–57.

##### *Journal supplement*

Kaplan NM. The endothelium as prognostic factor and therapeutic target: what criteria should we apply? *J Cardiovasc Pharmacol* 1998;32(Suppl 3):S78–80.

##### *Journal article not in English but with English abstract*

Hofele C, Schwager-Schmitt M, Volkmann M. Prognostic value of antibodies against p53 in patients with oral squamous cell carcinoma—five years survival rate. *Laryngorhinootologie* 2002;81:342–5. [In German, English abstract]

##### *Book with edition*

Bradley EL. *Medical and surgical management*. 2nd ed. Philadelphia: Saunders; 1982.

##### *Book with editors*

Letheridge S, Cannon CR, editors. *Bilingual education: teaching English as a second language*. New York: Praeger; 1980.

##### *Book chapter in book with editor and edition*

Greaves M, Culligan DJ. Blood and bone marrow. In: Underwood JCE, editor. *General and systematic pathology*. 4th ed. London: Churchill Livingstone; 2004, p. 615–72.

##### *Book series with editors*

Wilson JG, Fraser FC, editors. *Handbook of teratology*, vols. 1–4. New York: Plenum Press; 1977–1978.

### *Bulletin*

World Health Organization. World health report 2002: reducing risk, promoting healthy life. Geneva, Switzerland: World Health Organization; 2002.

### *Electronic publications*

Duchin JS. Can preparedness for biological terrorism save us from pertussis? *Arch Pediatr Adolesc Med* 2004;158(2). Available at <http://archpedi.ama-assn.org/cgi/content/full/158/2/106>. Accessed June 12, 2004.

Smeeth L, Iliffe S. Community screening for visual impairment in the elderly. *Cochrane Database Syst Rev* 2002(2):CD001054. Doi:10.1002/14651858.CD1001054.

### *Item presented at a meeting but not yet published*

Khuri FR, Lee JJ, Lippman SM. Isotretinoin effects on head and neck cancer recurrence and second primary tumors. In: *Proceedings from the American Society of Clinical Oncology*, May 31–June 3, 2003; Chicago, IL, abstract 359.

### *Item presented at a meeting and published*

Cionni RJ. Color perception in patients with UV- or blue-light-filtering IOLs. In: *Symposium on cataract, IOL, and refractive surgery*. San Diego, CA: American Society of Cataract and Refractive Surgery; 2004, abstract 337.

### *Thesis*

Ayers AJ. Retention of resin restorations by means of enamel etching and by pins [MSD thesis]. Indianapolis: Indiana University; 1971.

### *Website*

Glueckauf RL, Whitton J, Baxter J. Videocounseling for families of rural teens with epilepsy—project update. *Telehealth News* 1998. Available at [http://www.telehealth.net/subscribe/newsletter\\_4a.html#1](http://www.telehealth.net/subscribe/newsletter_4a.html#1). Accessed November 15, 2008.

### *Company/manufacturer publication/pamphlet*

Eastman Kodak Company, Eastman Organic Chemicals. Catalog no. 49. Rochester, NY: Eastman Kodak; 1977, p. 2–3.

## **8.7. Tables**

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and numbered consecutively in the order of their citation in the text. Items requiring explanatory footnotes should be denoted using superscripted lowercase letters (a, b, c, etc.), with the footnotes arranged under the table in alphabetical order. Asterisks (\*, \*\*) are used only to indicate the probability level of tests of significance. Abbreviations used in the table must be defined and placed after the footnotes in alphabetical order. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source.

## **8.8. Figures**

### *8.8.1. General guidelines*

The number of figures should be restricted to the minimum necessary to support the textual material. Figures should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the figure legend in alphabetical order. Items requiring explanatory footnotes should follow the same style as that for tables as described in Section 8.7.

Patient identification should be obscured. All lettering should be done professionally and should be in proportion to the drawing, graph or photograph. Photomicrographs must include an internal scale marker, and the legend should state the type of specimen, original magnification and stain.

Figures must be submitted as separate picture files, at the correct resolution (see Section 8.8.2.) and named according to the figure number and format, e.g., “Fig1.tif”, “Fig2.jpg”.

### *8.8.2. Formats*

Regardless of the application used, when your electronic artwork is finalized, please “save as” or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

- EPS: vector drawings. Embed the font or save the text as “graphics”.
- TIFF: color or grayscale photographs (halftones)—use a minimum of 300 dpi.
- TIFF: bitmapped line drawings—use a minimum of 1000 dpi.
- TIFF: combination of bitmapped line/halftone (color or grayscale)—use a minimum of 600 dpi.
- DOC, XLS or PPT: if your electronic artwork is created in any of these Microsoft Office applications, please supply “as is”.

### *Please do not:*

- Supply files that do not meet the resolution requirements detailed above;
- Supply files that are optimized for screen use (such as GIF, BMP, PICT, WPG) as the resolution is too low;
- Submit graphics that are disproportionately large for the content.

*A detailed guide on electronic artwork is available at <http://www.elsevier.com/artworkinstructions>.*

## **9. The Editorial and Peer Review Process**

Manuscripts are reviewed by the Editorial Office to ensure that the submission contains all parts. The submission will not be accepted if the author has not supplied all parts of the manuscript as outlined in this document.

Manuscripts are then forwarded to the Editor-in-Chief, who makes an initial assessment of it. If the manuscript does not appear to be of sufficient merit or is not appropriate for the Journal, then the manuscript will be rejected promptly without review.

Manuscripts that appear meritorious and appropriate for the Journal are reviewed by Editorial Board members or expert consultants assigned by the Editor-in-Chief. The selection of reviewers is at the sole discretion of *TJOG* Editors. The editors and reviewers will not disclose any information about a manuscript or its review to anyone except the manuscript's corresponding author.

The corresponding author will be notified of whether the submitted article is accepted for publication, rejected, or subject to revision before acceptance. If revisions are required, authors are asked to return a revised manuscript to the Editorial Office via e-mail within 30 days. Please notify the Editorial Office in advance if additional time is needed or if you choose not to submit a revised manuscript.

For manuscripts that are judged by *TJOG* Editors to be written in poor English but otherwise worthy of consideration for publication, authors are required to pay for the English polishing of their manuscript. Otherwise, their manuscript will be rejected.

## **10. Preparation for Publication**

Once a manuscript has been accepted for publication, authors should submit the final version of their manuscript in MS Word format, with all tables/figures as applicable, via e-mail to the Editorial Office.

Accepted manuscripts are then presented to the Publisher to be copyedited according to the Journal's style and the galley proofs in the form of a PDF file are sent by the Publisher to the corresponding author for final approval. Authors are responsible for all statements made in their work, including changes made by the copy editor. Proofreading is solely the authors' responsibility. Note that the Editorial Board reserves the right to make revisions to the manuscript and the Publisher may proceed with the publication of your article if no response from the author(s) is received.

### **10.1. Changes to Authorship**

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts. Before the accepted manuscript is published online, requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (i) the reason the name should be added or removed, or the author names rearranged; and (ii) an updated Authorship & Conflicts of Interest Statement with signatures from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal

of author names, this must include confirmation from the author(s) being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedures as described above.

Note that: (1) Journal Managers will inform the Journal Editors of any such requests and (2) online publication of the accepted manuscript is suspended until authorship has been agreed.

After the accepted manuscript is published online, any requests to add, remove, or rearrange author names in an article will follow the same policies as detailed above and result in a corrigendum.

## **11. Publication Charges and Reprints**

There are no page charges or color printing charges associated with publishing your work in the *TJOG*. However, authors should note that while color figures will be reproduced on the Journal's website in color free of charge, most color figures will be converted to grayscale in the print journal. The Editor-in-Chief will decide which color figures will be printed in color (if any) in the print journal, and his decision is final.

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